

Immanuel Lutheran Preschool



Parent Handbook

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Personnel and Contact Information:

- | | | |
|------------------------|--|----------|
| ● Director/Teacher | Leslie Gustafson | 675-4581 |
| ● Administrative Asst. | Lisa Schroeder | 369-0542 |
| ● Asst. Teachers | Haleigh Galloway | |
| ● Church office | Jodi Lorenzen & Amanda Bruhn | 676-2235 |
| ● Schleswig Schools | Andrea Gurney | 676-3314 |
| ● Immanuel Pastor | Pastor Merle Mahnken | 676-2235 |
| ● Email | immanuel Schleswig@gmail.com | |
| ● Facebook | Immanuel Lutheran Preschool Schleswig | |

Board Members:

- Nancy Bielenberg/President
- Amy Hoffmeier/Secretary
- Brittany Bremser/Treasurer
- Zoey Knudsen
- Julie Petersen
- Representative from Board of Elders

The purpose of this handbook is to provide information regarding and policies of Immanuel Lutheran Preschool. Each family will receive a copy at the start of the school year.

There is a mandatory Parent Orientation prior to the start of the school year. The handbook will be discussed and at least one parent per child is asked to attend. We are expectant that this will aid in building a healthy and positive relationship between parents and the staff.



Mission Statement: It is the mission of Immanuel Lutheran Preschool to share a biblically-based education focusing on the love of Jesus with both the students and families of Schleswig and surrounding communities. We will provide developmentally appropriate experiences that promote spiritual, physical, social, emotional, and intellectual growth. We will encourage and prepare students to become lifelong learners and successful, productive future citizens.



Welcome to Immanuel Lutheran Preschool

Philosophy – Immanuel Lutheran Preschool is a Christ-centered program firmly believing that each child is a unique and special gift from God. We provide a flexible and balanced schedule of age appropriate activities emphasizing Christian principles, experimentation, and exploration. Our classes are designed to meet the needs of each child and stimulate learning in all developmental areas: spiritual, intellectual, physical, social and emotional.

The Preschool program assists students in approaching the world with great curiosity and to use their experiences to understand it. Staff plan engaging educational experiences to help children develop new skills. Environments are created to give the students a chance for purposeful, engaging, and meaningful play that is vital for students learning about themselves and the world around them. The learning environment is made safe and happy so students have appropriate content and are able to explore their emotions and build relationships with others by behaving pro-socially in groups. The staff knows that every student is unique and strives to develop positive relationships with every student so that they know that they are cared about and that the staff is genuinely interested in their student's success. As a means of learning about each student, the purposeful observation known as "GOLD" is used as an ongoing assessment system to aid in planning instruction for success. Building partnerships with families through communication and involvement is a crucial aspect in ensuring that they have a positive role in their children's education. The staff will strive to create the best engaging and creative educational experience possible for each student that enters their classroom.

Curriculum goals

- **Spiritual** – To know God and His Son, Jesus Christ, as our loving Savior and friend
- **Intellectual** – To stimulate curiosity, creativity and imagination and involve children in a basic academic program for future learning
- **Physical** – To develop both large and small muscle groups
- **Social** – To encourage participation in group activities, promote sharing with others, taking turns, courtesy, kindness and helpfulness
- **Emotional** – To develop a sense of security, belonging, confidence and independence

We use the “Teaching Strategies GOLD” assessment and also “Ages and Stages” to assess your child and provide learning activities unique to their development.

Fees

- 2 day program is \$110
- 3 day program (3 year olds) \$150
- 4 day afternoon program \$60

***These fees apply to children in all programs offered at Immanuel Lutheran Preschool and will apply whether learning is in-person or online.**

Upon registration, half of the first month’s tuition is due. This is non-refundable and will be deducted from your first month’s tuition at Open House in August. If your family qualifies for a scholarship, the money will be refunded.

Any child who withdrawals from Immanuel Lutheran Preschool prior to the end of the school year for reasons other than relocation or health issues, will be charged an early withdrawal fee equivalent to one month’s tuition.

Tuition is divided into 9 equal monthly payments. The monthly payment will be deducted automatically from the account of your choice on the 10th of each month from October to May. Tuition for September should be paid before school begins. Bank information is to be provided to our treasurer. Information is also available on scholarships provided through BVCS Early Childhood Iowa. You are able to apply for these scholarships because we participate in the Quality Rating System for Childcare and Preschools administered by the Iowa Department of Human Services.

The Statewide Voluntary Preschool Program pays for 10 hours of instructional class time each week. Immanuel Lutheran Preschool offers an additional 3 hour and 40 minutes of non-Statewide Voluntary Preschool per week. There is a fee of \$60 for families that opt to participate in those additional hours each week.

Hours

- | | | | |
|---------|---------------|----------------------|-------------|
| ● 2-Day | Tues/Thursday | 8 a.m.-11 a.m. | 3 year olds |
| ● 3-Day | Mon/Tu/Thurs | 8 a.m.-11 a.m. | 3 year olds |
| ● 4-Day | M/T/W/Th | 11:45 a.m.-3:10 p.m. | 4 year olds |

(schedule subject to change)

We ask that children arrive no more than five to ten minutes prior to the start of class. This will allow our staff time to prepare for the day and/or eat lunch between classes. Thank you for your understanding.

Licensing

We are licensed by the Iowa Department of Human Services to care for **up to 20 children** at one time and we also participate in the Quality Rating System which allows us to apply for grants and offer the scholarship program to our families. Our preschool is owned by Immanuel Lutheran Church who provides our space free of charge and pays all of our utilities. Immanuel Lutheran Preschool has opted to follow QRS recommended guidelines and maintain no higher than an 8:1 staff to student ratio.

Statewide Voluntary Preschool requires a 1:10 ratio or maximum of 20 students total in a classroom at one time.

Assessment Plan*

Schleswig Preschool Assessment Plan				
Teacher Name: Leslie Gustafson		Classroom: Immanuel Preschool		
District: Schleswig CSD		Date of Plan: 2021-2022 School Year		
Assessment	Purpose	Where	When	Who
GOLD	Track student development and growth over the course of a school year.	In the classroom by the teacher and staff	Gold data was entered and finalized for checkpoint in November and May	Leslie Gustafson Markenna Janssen Emily Vargas
IDGIs	Screen student development	Room next to our classroom	Fall, Winter and Spring	Lisa Schrodeder, Preschool Assistant
IEP Goals	Progress monitor student development	Classroom and room next to classroom	Student 1: Data collected to progress monitor twice a week and averages entered twice/month. Student 2: Verbiage documented daily. Speech teacher and teacher upload documentation. Student 3: Speech teacher documents all progress.	Associates/Teacher Speech Teacher
ASQ	Screen student's developmental level	Home	Beginning of the school year	Parents
Report Cards	Assess student development and growth in academic, social, and emotional areas.	Classroom	Formal report cards sent home twice a year at Parent-Teacher Conferences.	Teacher

*Please note that this sample assessment plan is a screenshot from the 2021-2022 school year.

Enrollment

Equal Education Opportunity – Immanuel Lutheran Preschool is committed to providing equal educational opportunities for students without regard to race, religion, color, disability, national or ethnic origin. It does not unlawfully discriminate in the administration of educational policies, admissions policies, scholarship programs, or other Preschool administered programs. As a private religious institution, however, Immanuel Lutheran Preschool reserves the right to deny admission to any applicant whose academic preparation, character or personal conduct is determined to be inconsistent with the purposes and objectives of the Preschool.

Eligibility – September 15 is the cutoff date of eligibility for both the morning and afternoon class. A student who turns 3 by September 15 is eligible for the morning session. A student who turns 4 by September 15 is eligible for the afternoon session. A student who turns 5 between March 15-September 15, is also eligible for afternoon preschool. A thought to consider when enrolling, if your child has a birthday that falls between the March 15 and September 15 dates, you may want to consider whether enrollment in the three day morning session as a four year old or the afternoon session as a five year old would be a beneficial choice for your family. (This is not a requirement but rather something to think about regarding which class might be the best fit for your child as they progress through the educational system.)

Note: Immanuel Lutheran Preschool participates in the SWVPP with the State of Iowa. If you opt to have your child attend the afternoon class two years in a row (March 15-September 15 eligibility), please note that one year would be tuition paid by the State of Iowa and one year would be tuition-based with no additional SWVPP funding.

Admissions

Admissions Policy – All Request for Enrollment Forms will be approved or denied by the Immanuel Lutheran Preschool Board. Students who attend the morning class will be given the first opportunity to request enrollment for the following year. Enrollment from the morning class to the following year's afternoon class is not guaranteed. Steps for enrollment include:

1. Submit a Request for Enrollment Form
2. Personal interview with teacher or board member
3. Letter of confirmation or denial will be sent

Admission Standards – Students who attend Immanuel Lutheran Preschool will be expected to follow adult given directions, sit during storytime, and demonstrate behavior consistent with offering a safe and peaceful learning environment.

Inclusion – Immanuel Lutheran Preschool is open to all children, including those that have special health or developmental needs. Every effort will be made to provide a curriculum that is developmentally appropriate for each child. We will attempt to provide for all health needs as well. In a situation where we feel we cannot meet the best interests of the child we will encourage the family to seek placement at a program more fitting so that the child's personal needs can be met.

Immanuel Lutheran Preschool believes in the importance of family and the parental role in teaching and training their children. The staff at Immanuel will do everything within their power to support parents in the mastering of independent restroom use. Most students at this age are able to use the restroom facilities independently. If your child is currently not able to use the restroom independently, these are the steps which will be taken to assist them in gaining this skill:

1. Restroom breaks will be given on a regular basis
2. Clothing will be made available in the event of an accident (please keep spare clothing in backpack)
3. Students on Individual Educational Plans will follow the predetermined guidelines
4. **Children attending Immanuel Lutheran Preschool's 3-Year-Old faith-based programs are required to be able to use the restroom facilities independently. (Does not apply to students attending with an IEP)**
5. Students in need of additional assistance specifically those on an Individual Educational Plan will be taken to a predetermined changing room where a disinfected pad is available for use. The associate will utilize sanitary procedures in assisting students and dispose of soiled pull-ups/diapers in a sealed bag.

Attendance – Students who are enrolled in our preschool are encouraged to be in school for the full session and prompt in their arrival and departure. Students are expected not to be absent 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 Church Office at 676-2235 by 8:00 a.m. if your child will not be attending preschool, you may leave a message on the answering machine. A SeeSaw message to Mrs. Gustafson is another option for letting the preschool know of an absentee. Students attending the afternoon program will follow the attendance policies established by the Schleswig Community Schools. Students riding the bus must call Schleswig Community School to let the driver know by 7:00 a.m.

Immanuel Lutheran Preschool offers special events and programs throughout the school year. Students who have an excessive number of days with unexcused absences forfeit their participation in programs. Students are asked to provide a doctor's note if they are ill for multiple repeated days.

Packets – Each family will receive a packet upon enrollment and the following forms will need to be filled out in entirety and returned prior to the start of the school year:

- Parent Questionnaire

- *Child Exam form and emergency information and consent

- Signed immunization record

- Consent sheet – travel, picture, medical, sunscreen, repellent

- Emergency Information, pick up permission slip, custody clarification if necessary

- Parent Volunteer sheet

- Student vision card

- Dental screening

- Permission for files

* A current physical is needed for each student before they can begin the school year.

When a child is overdue for any routine health services, parents, legal guardians or both must provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunization for which parents are using religious exemption.

** Student records should also include any 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 programs, seizures, and/or diabetes).

Communication with Families

Open and honest communication between families and the preschool staff 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. We will hold a Parent Orientation prior to the start of the school year. This will be done either through a group Parent Orientation Meeting or one on one meetings with parents. This is a wonderful time to review policies, ask questions, and gain clarity for the expectations of the school year. Students in the PM class may also anticipate Home Visits in which the teacher and an associate will visit your home. We love the opportunity to connect with your family in this relaxed environment and answer any questions or concerns you may have for the upcoming school year. Additional communication, including opportunities to provide feedback and suggestions, will take place through written notes, weekly newsletters, phone conversations, email and SeeSaw. Each child is asked to provide a **clear shoe box container** that will go back and forth between parent and teacher each day. **It is very important that this container be kept in your child's school bag and that the school bag comes to school.**

Translator

A member of the Immanuel Lutheran Church is fluent in Spanish and will be available to come in to assist staff with communicating with parents or guardians. If another language is needed to be translated, staff will do their best to locate a translator for the family. We ask for advance notice to schedule translators.

Confidentiality

Our staff is trained to keep all information about your child and their activities during the school day confidential. **To protect reputations we ask that all parents also keep information confidential.** If there is ever a question raised by something your child reports please feel free to contact one of the teachers. However, names and incidents involving others will not be provided. Information about your child and family is confidential and will be released to schools, centers or agencies only after Immanuel Lutheran Preschool has written permission and/or a request from you.

General Policies

Open Door Policy – Parents and legal guardians are always welcome to visit the preschool at any time. They also have access to their child's student file upon request unless parental contact is prohibited by court order. Other relatives may visit with permission of the parent and teacher. Photo identification is required for any unknown visitor to the classroom. It is our goal to build a relationship with you as we partner to educate your child and assist them as they fall in love with learning. Please know that we welcome your questions and comments and will do our best to address any concerns which may arise.

Special events – Families are a special gift to each child and we strive to provide opportunities to build and grow your relationship with your child and with the preschool. We offer a variety of events throughout the year including at least two special events for the families and grandparents, a Christmas program and a Graduation/Spring Program. We also offer an Open House in the Spring to welcome new families for the following school year.

Please do not hesitate to ask if there is anything the staff at Immanuel can do to assist your family in any way.

Parent/Teacher Connections – Parents are invited to consult with teachers throughout the year and are encouraged to ask questions as they arise. There will be two scheduled Parent-Teacher Conferences held, but a conference may be scheduled at any time per your request. Those students participating in the SWVPP will also receive home visits prior to the beginning of the school year. The teacher will contact you to set up a time for a visit if.

Grievance Policy – If there is ever a time you have a concern regarding your child, we encourage you to address your concern with your child's teacher. If additional help is needed, either party may ask for assistance from the director, assistant director, district superintendent, board member or school personnel. All concerns will be kept confidential and we ask that all parents also keep their conversation confidential.

Health and Safety

Our preschool 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 the guidelines required by the Department of Human Services Quality Rating System. All children receive a well-child physical and immunizations, as recommended by the American Academy of Pediatrics, before entering our program.**

Employee Health

Personnel shall have good health as evidenced by a pre-employment examination, including testing for communicable diseases which shall include testing for TB within six months before beginning employment. A physical exam shall take place at least every three years after that. The physician should determine if the person's health status impedes or limits the person's ability to care for children in our setting. The employee is encouraged to receive the Hepatitis B vaccine and a copy of other immunizations is also kept.

All substitutes and volunteers will sign and follow the guidelines and rules established for the classroom staff personnel. All staff and children shall follow the proper hand washing procedures.

Exposure Control Plan

Our preschool is committed to providing a safe work environment for our employees. Each year employees are required to complete a class in "Universal Precautions" which outlines the steps to prevent exposure to body fluids. Spill kits are kept in each restroom and gloves are available and are to be used when needed.

Soiled clothing

Each child is required to have an extra set of clothing sent to school, including underwear and socks, in case of an accident. Please send in a clear gallon zip lock bag and label all clothing with your child's name to reduce the possibility of mistakes. It is a good idea to pack a pair of shorts and long pants for when the weather becomes cooler. Sometimes these accidents may occur at snack time or even getting too wet at the water table. At other times there may be an accident involving bodily fluids. If this type of accident occurs, soiled clothing will be removed and placed in a plastic bag. There will be no attempt made to clean the clothing as required by our health consultant. If any clothing comes home you will need to replace it immediately. Clothing will remain in a child's backpack throughout the remainder of the year.

Toileting

General education students who attend Immanuel Lutheran Preschool are required to be able to use the restroom independently.

It is not unusual for a student to have an occasional accident. In the event a student has a bathroom accident, the child will be assisted as they change into their extra set of clothing (kept in their backpack) and the soiled clothing will be placed in a plastic bag and placed inside their backpack.

A student on an Individualized Education Plan is not required to be able to use the restroom independently. Staff check children for signs that diapers or pull-ups are wet or contain feces at least every two hours when children are awake and when children awaken. Diapers are changed when wet or soiled. Staff change children diapers or soiled underwear in the designated changing areas and not elsewhere in the facility. Each changing area is separated by a partial wall or at least three feet from other areas that children use and is used exclusively for one designated group of children. At all times, caregivers have a hand on the child when being changed on an elevated surface.

In the changing area, changing procedures will be posted and followed. These procedures are used to evaluate teaching staff who change diapers. Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding. Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are not accessible to children. Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.

Exclusion of ill children

Immanuel Lutheran Preschool follows the **recommendations of the IA Department of Public Health – Healthy Child Care Iowa**. A chart is posted on the parent bulletin board. We will inform parents of any child in our care that has been diagnosed with a communicable disease other than a common cold.

If a child appears to be ill, we may choose to contact parents to have the child removed from our care until they are feeling better. Such symptoms may include unusual lethargy, fussiness or extensive coughing or runny nose.

If your child has any of the following **symptoms within the last 24 hours**, we require that he/she be kept home:

- **Fever with rash or behavior change**
- **2 incidents of diarrhea**
- **vomiting**
- **severe coughing**
- **yellowish skin or eyes**
- **acute stage of pink eye until treatment has been started**
- **chicken pox or shingles**
- **head lice until treated**
- **exposed impetigo or undiagnosed rash**
- **strep throat until 24 hours after antibiotic treatment has been started**

COVID-19 (Families will be notified in advance if COVID procedures are going to be implemented. The policy regarding attendance with one or two symptoms will remain in effect throughout the entire school year.)

The following are the guidelines by which the preschool will strive to provide the safest environment possible for your child:

- One parent is allowed in the building with a student at a time, if possible one family at a time
- A volunteer may be standing at the entrance to offer guidance and ensure precautions are happening
- Once at the door (outside door by the church office):
 - **Parents** are encouraged to wear a mask as they enter the building, hand sanitizer will be available at the door and one parent may accompany the child into the coat room. Once a child hangs their bag and coat, the parent and child will need to say goodbye and the parent will exit the building. Social distancing is encouraged between adults and children.
 - **Children** are not required to wear a mask, however, they may if it is preferred. Staff is not responsible for keeping masks on a child throughout the session. Please demonstrate to your child how to put the mask on and off if this is the option which best suits your family. Children will hang up their bags and coats, say goodbye to their parents, and go directly to the bathroom to wash hands.
 - Hand sanitizer will be provided throughout the classroom and students will be encouraged to use it as they transition from use of one toy to another.
 - Handwashing will take place after outside play.
- Additional cleaning measures will be in place to ensure a clean and healthy classroom environment for your child. Staff will implement extra care in disinfecting toys, tables and shared spaces.

Important: Guidelines put out by the Department of Education in regards to COVID concerns. *****Children should not be in attendance at school if they demonstrate one of the high risk or two of the low risk symptoms. This policy will remain in place at all times. Please be considerate of other preschool children and families. We want to err on the side of caution where sickness with active symptoms are involved.**

High Risk Symptoms: New cough, shortness of breath, difficulty breathing, new loss of taste or smell

Low Risk Symptoms: Fever, headache, muscle body aches, diarrhea, vomiting, congestion, runny nose, fatigue or sore throat.

Immanuel Lutheran Preschool does require a child to be fever free for 24 hours in order to attend classes. Parents are asked to take temperatures each day prior to leaving home. Your child's temperature must be 100.4 or less to attend class. Please see the section of the handbook entitled *Exclusion of ill children* in the handbook.

Should the preschool be unable to meet in person due to a COVID statewide mandate, preschool classes will transition to online learning and tuition fees will remain the same.

Care of mildly ill or temporarily disabled children

For the health and safety of all children, it is mandatory that sick children not be brought to school. Children are personally greeted each session and observed for their ability to participate comfortably in the daily activities. If a child should appear ill or become ill during the session they will be kept separate and supervised while a parent is contacted and while waiting to be picked up. There is a room across from the restrooms for this or the child will be kept in the church office under the supervision of church staff approved by our licensing criteria.

In cases of medical or dental emergencies there are emergency phone numbers of doctors and dentists and emergency contacts that are quickly accessible. If a life threatening incident occurs, 911 will be contacted immediately, and then a parent will be contacted. In all other emergencies where medical care, other than first aid, seems necessary a parent will be contacted. In the case that a child needs to be transported by emergency services before a parent or parent approved substitute arrives, a staff member will accompany the child and an approved church staff person will step into the classroom to assist the remaining staff member with the care of the other students.

A first aid kit is provided and marked as well as gloves for the safety of the staff. At least one staff member present has been trained in child CPR and first aid. All staff have been trained in proper hand washing, using disinfectant and following universal precautions to prevent infections. All body fluids will be double bagged and placed in an appropriate container and the area will be sanitized. This includes both disposable waste and any clothing that has been soiled. Any incident or injuries requiring first aid will be documented on an "Injury and Illness" form and a copy will be given to the parent and the parent will be informed within 24 hours of the incident.

Medication administration, authorization, documentation, storage, and handling

We encourage medication to be given at other times during the day. However, if children are taking medications, parents are asked to notify the staff as a child's behavior can be affected. Parents or other legal guardians may come into school to administer medication to their own child during the preschool day.

Staff will administer both prescription and over-the-counter medications to a child only if the child's record documents that the parent or legal guardian has given the program written permission. The child's record includes instructions from the licensed health provider who has prescribed or recommended the medication for that child. Administrator or teaching staff who administer medication will have specific training and a written performance evaluation updated annually by a health professional on the practice of the six right practices of medication administration verifying that the right child receives the right medication in the right dose at the right time by the right method with documentation of each right each time the medication is given. The person giving the medication signs documentation of items previously listed. Teaching staff who are required to administer special medical procedures have demonstrated to a health professional that they are competent in the procedures and are guided in writing about how to perform the procedure by the prescribing health care provider. Medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the name of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it. All medications are kept in a locked container.

Cleaning and sanitizing environment, toys, equipment

Staff members are instructed as part of their initial orientation in the correct procedures for sanitizing and disinfecting surfaces. Policies are reviewed annually. The preschool follows the Guide for Cleaning, Sanitizing, and Disinfecting as outlined by QPPS Standards. A copy is posted on the parent bulletin board and is also available on request. Tables are sanitized before and after each snack using the 3 step process: cleaning, rinsing and sanitizing. Any items that come in contact with body fluid shall be set aside where children cannot access them until they have been sanitized using the 3 step process. The tables are wiped after messy activities, toys are sent through a dishwasher or sanitized on a regular basis and restrooms are cleaned and disinfected daily.

Emergency preparedness

All staff are required to be certified in First Aid and child CPR. Training is done before employment or as soon as possible. All staff are also trained in Universal Precautions each year. A first aid kit is in the classroom and one is taken outside to the playground and on field trips. The first aid kit contains items required for licensing and is checked monthly. Emergency phone numbers of doctors, dentists and contact information are in a file easily accessible to staff and information is also included in the field trip first aid kit. This information is provided at the beginning of each school year by the parents in the registration process. Tornado and fire drills are done each month and documented on the appropriate Department of Human Services form. Various routes and scenarios are used for fire drills and routes are posted at each preschool door.

Immanuel Lutheran Preschool also has the required emergency procedures for: Blizzard, Earthquake, Bombs, Power Failure, Intoxicated parents, Intruder, Lost or Abducted Children and Chemical spills/hazardous spills. These are written and posted on the parent bulletin board and are made available upon request. **The public school is our evacuation site in case of a needed evacuation.**

Release of Children

Children will not be released to anyone except a parent or someone designated by the parent. In the event that it is necessary for someone other than those named on Pick Up Permission form to pick up a child, a written note or phone call to the teacher is necessary.

- We will follow the Schleswig School District's policy regarding custodial rights.

Food Allergies/Nutrition Needs/Special Health Care

For each child with special health care needs or food allergies or special nutrition needs, the child's health provider gives the program an individualized care plan that is prepared in consultation with family members and specialists involved in the child's care. The program protects children with food allergies from contact with the problem food. The program asks families of a child with food allergies to give consent for posting information about that child's food allergy and, if consent is given, then posts that information in the food preparation area and in the areas of the facility the child uses so it is a visual reminder to all those who interact with the child during the program day.

Hand washing for children and staff

Handwashing is the best way to avoid transmission of germs. Children and staff are instructed in the correct procedure for washing hands when they enter the program:

Wet hands with warm running water. Add soap and rub hands together front to back, between fingers and under nails for about 20 seconds. Rinse. Dry hands with a clean paper towel.

All staff, volunteers, and children will wash their hands at the following times:

- upon arrival for the day
- before and/or after eating or handling food
- when coming in from outdoors
- after handling an animal
- after toileting
- after handling bodily fluids (mucus, blood, vomit, urine, feces)

Physical activity for all children

Immanuel Lutheran Preschool recognizes the need for children to have physical activity both indoors and outdoors. Children have time to play outside when the weather is acceptable (dry and not too cold or hot). We use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat Index is safe for outdoor play. When the weather does not allow outside play, children will have a time of activity inside.

The outdoor playground is age appropriate for children enrolled in our program. We have 3 structures that allow for climbing and jumping and use of imagination. Pea gravel allows for the safety of these structures. We also have one teeter spring rider which allows cooperation between children and large motor development. There are riding toys which build large muscles and social sharing skills. We have balls, hoops, parachutes, cones and bars that can be used inside and outside. The playground and equipment are inspected regularly to ensure they are safe. There is ample shade on the playground, but sunscreen can be brought from home and applied at the parent's request. We have a crawl tunnel, balance beam and rainbow rollers which we can also use indoors. We have CDs and DVDs that encourage movement as well.

Clothing

In order to make sure that your child can play comfortably outside it is important to dress him/her according to the weather. When it is cold outside he needs a warm coat, mittens and a hat or hood and sometimes snow pants (all labeled with your child's name). For warmer days dressing your child lightly is just as important. For those in between days dressing your child in layers is a practical idea.

Your child will be learning through creative active play that can sometimes be messy. Your child is encouraged to wear comfortable, washable clothing as well as shoes which allow running and playing outdoors to school. Pants should fit well or be supported with a belt that the child can open and close. While we encourage the use of paint smocks or shirts during art projects, we cannot 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. **All families are asked to provide an extra set of clothing for their child in case of an "accident", spill, or messy play.** Please send pants and shorts so extra clothes can be used in any weather. Please send in a clear gallon zip lock bag and label all clothing with your child's name to reduce the possibility of mistakes. These will remain stored in the bottom of your child's backpack and we ask that you leave them in the bag for each class period. **As your child grows and the weather changes, we ask that you change the clothing so it would be appropriate for their current size and season.**

Transporting children safely

Immanuel Lutheran Preschool has an arrangement with the public school which does provide bussing for our students to preschool. Morning bussing to school is available for the 3's but pickup (following class) must be provided by parent/guardian. To and from preschool for the afternoon session is available from the public school. While we wish we could offer to everyone, bussing is only available for those who live within the Schleswig Community School district. You must contact the Schleswig Public school at **676-3313** to be placed on their list for bussing. For those students being transported by parents, daycare providers, grandparents, etc., we ask that your arrival be no more than 10 minutes prior to the start of class and pick up promptly at the scheduled dismissal time. Our staff has limited time for preparations prior to the start of the day and for their lunch. Early arrivals impact their ability to prepare for your child's day most effectively. We appreciate your understanding in this regard.

Field trips

Field trips are excellent learning opportunities. The field trip permission slip is part of the registration packet. The parents will have a written notice stating when and where we are going. Parents are always invited to attend any field trip. If we take a field trip the school will also provide a yellow school bus for transportation with the staff ratio being maintained. Because of this, our field trips will be limited. If the activity is nearby we may choose to walk with an extra adult for supervision.

Classroom animals and pets

Animals are a wonderful part of our world and pets are like family but they are also carriers of disease and pets can be dangerous around strangers. Therefore, no live animals are to be in the preschool building without prior approval and/or documentation. Reptiles (including turtles) are not allowed at any time (N/A to scheduled naturalist visits). And, with children's allergies we encourage caution specifically if you know someone in the class is allergic to a specific type of animal.

Inclement Weather

Any school closings due to bad weather will follow the decision of the Schleswig Community public school. Busses will run according to Schleswig Schools schedules. If you are in the 3-day class, a two hour delay means that morning class will only be held for an hour. If your child attends the 2-day class, a 2-hour delay will mean the cancellation of your class. Please listen for announcements on KDSN 1530 AM or 104.9 FM out of Denison. We will also provide information for the Blackboard system used by the public school which informs each parent of school closings through phone, texting or email.

Smoking

Immanuel Lutheran Preschool is a smoke free facility in compliance with the Iowa Smoke Free Air Act of 2008. A "NO SMOKING" sign meeting the law's requirements is posted on the Community Parent Board. No smoking is allowed on the preschool grounds or within sight of any children.

Biting

Biting is a normal stage of development for young children who are teething and are still developing their language skills. Biting normally occurs between 13 and 24 months of age, however by preschool we expect this issue to have been resolved. Biting is an upsetting and potentially dangerous behavior and must be addressed when it occurs. When a child bites another child we will intervene immediately between the child who bit and the bitten child. Staying calm we will use our voice and expression to show that biting is not acceptable. We will offer the bitten child comfort and first aid. We will try and prevent biting by reinforcing desired behavior. We will discourage play which involves "pretend" biting or seems to rough and out of control. Children bite for a variety of reasons: simple sensory exploration, panic crowding, seeking to be noticed, or intense desire for something. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results. Parents may be asked to have a conference with the teacher and if the behavior continues a specialist from the AEA will be brought in to assist in decision making.

Our policy for handling a biting incident is as follows:

The biter is immediately removed from the group with a firm NO. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, then redirected.

A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.

We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior.

We work with each biting child on resolving conflict or frustration in an appropriate manner.

We try to adapt to make adaptations and work with parents to reduce any child stress.

We make special efforts to protect potential victims.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families.

Child Protection Policy

The health and wellbeing of every child in our care is of the utmost importance and the protection of children is our responsibility. An applicant or volunteer for temporary or permanent employment with the preschool program involves direct interaction with or the opportunity to interact and associate with children must execute and submit an affidavit of clearance from any and all crimes against a child or families. In addition no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children.

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

Snacks

Immanuel Lutheran Preschool will serve a snack each day to the children in attendance. We will offer snacks from two food groups. Snacks served are pre-packaged, fresh, or canned. Fresh, clean water is provided by the Preschool. Please make sure Director is aware of any food allergies or dietary restrictions.

Behavior Policies

Immanuel Lutheran Preschool implements a Biblical-based approach to discipline. Hebrews 12:6 states that "...the Lord disciplines those He loves..." Children feel most secure and safe when they know their boundaries and have expectations for their behavior. As a result, the following are the steps which Immanuel Lutheran Preschool's staff will take in the event a behavior requires discipline.

- The staff member will speak to the child explaining good choices and bad choices. The child will be given the opportunity to share whether they think their choice was good or bad and why. The staff will try to use these situations to teach proper and expected behavior.

- If unhealthy and/or unsafe behavior continues, children are given a choice. They are allowed to choose between correcting the behavior or taking some time and sitting in the classroom Thinking Chair or other agreed upon reflection spot.

- The Thinking Chair is designed to give children an opportunity to de-escalate and reflect upon whether the choice they made was a healthy one. After the child has time to reflect upon whether their choice was kind, safe, etc, the teacher/staff will talk with them and process through strategies to assist in making a better choice next time.

- If a child refuses to go to the Thinking Chair, they are given a choice as to whether they would like to walk to the chair independently or have the assistance of the adult.

A note regarding the Thinking Chair: The Thinking Chair is a safe place for children to regroup and deescalate. There is great value in taking the time to reflect upon our decisions in order to grow and develop. As a staff, we do not make the choice to send children to the Thinking Chair. Children choose whether they will sit in the Thinking Chair based upon their choices. If a student demonstrates safe behavior, they are rewarded with active participation in the classroom. If a student demonstrates unsafe behavior choices, they will unfortunately not be allowed to engage with their peers until they demonstrate safe and wise choices for those around them.

Immanuel Lutheran Preschool wants the best for all students and families and your child's safety is of the utmost importance to us. As a result, we reserve the right to suspend, expel or permanently remove students from the program if excessive aggressive behavior threatens the well-being of their teachers/peers. Students who make threats of bringing weapons to school to use against staff or fellow classmates will be suspended for one week. Any general education student who repeatedly uses profane language, hits peers or staff, demonstrates repetitive disruptive behavior, displays inappropriate sexual conduct, or uncontrollable aggressive behavior may be discontinued from educational services at Immanuel Lutheran Preschool.



The staff of Immanuel Lutheran Preschool ask that you be in prayer for our children.
We will do our very best to serve them and help them know the love of Jesus.
It is due to your prayers that we see faith grow.
Thank you in advance for joining us at the throne on behalf of our children.

"The effectual fervent prayer of a righteous man availeth much." (James 5:16)

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Parent Handbook Signature Page

Parents/Guardians, please take time to review and discuss the information in the Immanuel Lutheran Preschool Parent Handbook with your son or daughter.

Included in the Handbook is important information regarding school policies and procedures. Once you have read the handbook, please sign and return this form to either the preschool or the Immanuel Lutheran Church office.

I acknowledge that I have read and understand the policies and procedures outlined in the Immanuel Lutheran Preschool Parent Handbook.

Student's Name

Parent Signature

Date

Parent Signature

Date