



# PRESCHOOL

**St. Joseph Preschool**

6916 Lafayette Rd.  
Raymond, Iowa 50667

(319) 233-5980

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## I. Purpose

To provide your child with a creative environment  
To learn about God,  
To make friends,  
To play,  
To practice readiness skills to prepare for kindergarten.

## II. Goals

- To help children become more aware of themselves as they develop their self esteem.
- To help children become more aware of the world around them.
- To help children learn how to get along with other children.
- To help children develop a love for God.
- To instill a love of learning.
- To provide an open environment to allow growth and self-expression.

## III. Objectives

- Provide developmentally appropriate experiences, which enable children to develop feelings of self-worth, self-respect, and respect for others.
- Establish a cooperative and supportive teaching partnership between family and school.
- Provide an integrated and multi-sensory environment, which uses a variety of materials and modalities
- Provide a flexible environment, so that children can grow in self-expression and non-competitiveness.
- Encourage recognition of reasonable limits and influence growth toward self-discipline.
- Increase independence in meeting and solving problems.
- Encourage expression through art, music and dance.
- Encourage children to explore, observe, investigate, seek and acquire information, and to think critically through meaningful learning experiences.
- Promote health, physical growth, and motor development.

## IV. Admission Policies / Notice of Non-Discrimination

1. A child must be potty trained by the first day of preschool.
2. 3 year old program - A child must be 3 years of age by September 15th to enroll in the three year old program.
3. 4 year old program - A child must be 4 years of age by September 15th to enroll in the four year old program.
4. Parents/guardians must provide Bosco Catholic Preschool with completed registration forms, including physical and immunization records before the child may attend the preschool. This information needs to be updated each year. This includes completing registration through PowerSchool in August.
5. Preference is given to families presently enrolled at Bosco Catholic School System, followed by the parishioners of St. Joseph and Immaculate Conception Parishes, then by parishioners of other BCSS parishes. A dated waiting list will be established if necessary.

6. Bosco Catholic Preschool will not deny enrollment to a child based on race, color, national or ethnic origin or religion.
7. Parents/guardians agree to pay the established tuition per student (fees are posted on the Bosco Catholic School System Webpage). This tuition may be paid yearly, quarterly, or monthly. Checks must be made payable to Bosco Catholic School System. Payment arrangements can be made through automatic withdrawal.
8. Medical / Dental Information: Bosco Catholic Preschool staff shall obtain specific information from the parent/guardian of students regarding where emergency medical and dental services should be obtained. The parent/guardian of each student will authorize a doctor, dentist and hospital within proximity of the school that can be contacted in the event of an emergency.
9. Withdrawal from Bosco Catholic Preschool: If you find it necessary to withdraw your child from our preschool for any reason, we ask that you give us a two weeks notice in writing. If a child stops attending school, and written notification has not been received, you will continue to be charged tuition until notification is received. Bosco Catholic Preschool cannot give your child's space to a child on our waiting list until we know for sure that you have withdrawn your child.

**V. Program Description** (Please see daily schedule below)

**1. Child / Staff Ratios**

- a. 3 year olds: 1 caregiver to 10 children
- b. 4 year olds: 1 caregiver to 12 children

**2. Dress Code:** Preschool children will not follow the Bosco Catholic School System dress code. They should be dressed comfortably to play and learn. They should wear shoes that fasten securely with shoe laces or velcro. Shoes must be worn at all times. Boots, coats, hats and mittens are to be worn when the weather warrants them or at the discretion of the staff. Please mark all belongings.

**3. Developmental Screening Tools:** St. Joseph Preschool will complete multiple assessments throughout the academic year. The Ages and Stages Questionnaire will be completed in the first 45 days of school. Creative Curriculum Gold will be a year long assessment with benchmarks completed twice a year.

**4. Snacks/Food and Nutrition**

- a. Attitudes towards 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, and to help them begin to appreciate that 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.
- b. Children attending BCSS Preschool will be provided a nutritionally balanced snack incorporating 2 food groups. Each student will provide snacks for their class. A snack calendar for morning snacks will be issued to each child when school starts. We require that snacks are from 2 food groups. Afternoon snacks will be provided by the BCSS Preschool.
- c. Lunch is provided by the BCSS and will follow the National School Lunch Program Standards.
- d. For each child with special health care needs, food allergies, or special nutritional needs, the child's health care provider should provide the

program an individualized care plan prepared in consultation with family members and specialists involved in the child's care. Children with food allergies shall be protected from contact with the problem food. With written family consent, the program posts information about the child's allergies in the areas of the facility the child uses as a visual reminder to all adults who interact with the child during the day. **Our preschool classroom is a peanut aware environment.**

- e. Staff will encourage prayer before snack and model good table manners and appropriate social interactions while eating.

#### **5. Rest Time**

- a. A daily rest period is required for all children. Each child will have their own cot for rest time. Children are not required to sleep, but must rest on the cot provided to them by BCSS Preschool. Children should bring a beach towel from home to use during rest time. BCSS Preschool teachers will send childrens beach towels home at the end of the week for them to be laundered. Please make sure to label your child's beach towel.
- b. Children's beach towels will be stored in a plastic bag with the child's name on it when they are not being used.

#### **6. Field Trips**

- a. Permission slips will be required in advance of any field trip off school property.
- b. First aid kits and children's emergency phone numbers are taken on field trips.
- c. Transportation
  - 1. Transportation will be provided by parent/guardian volunteers, or walking. Three and Four-year old preschool children can be transported by BCSS school bus.
  - 2. When students are transported, the driver will be an adult with a valid driver's license and the owner of the vehicle will have insurance and correct paperwork completed.
  - 3. In transporting seven or more children, all vehicles will have a minimum of two staff members or other adults present. There will be seat belts and car seats for child transportation.

- 7. **Toys:** BCSS Preschool asks that children bring toys and other items from home for Show and Tell days only. This will eliminate misplaced, broken, and lost toys. BCSS Preschool cannot be responsible for lost or broken toys.

### **VI. Communication**

- 1. **Absences:** If your child will not be attending class for any reason, we ask that you inform us as much in advance as possible. No refunds or credits will be given for absences in preschool. If your child has a communicable illness we ask that they do not attend preschool. Should a child become ill while at preschool, the parent/guardian will be expected to pick up the child from preschool within one hour. Please keep the staff informed of any changes in your child's health status and/or eating habits (i.e., a child who develops an allergy.)
- 2. **Sign In/Out**

- a. BCSS Preschool Staff take attendance daily. If a child is absent and the classroom teacher or the BCSS DHS Programming Director has not heard from the family within an hour of the start of school, the DHS Programming Director will contact the family.
- b. BCSS Preschool uses the BCSS computerized attendance system to monitor daily attendance. Teachers mark if a child is absent in the system. If a child comes to school late or needs to leave early, parents are required to sign their child in/out at the BCSS Preschool office. The DHS Programming Director then updates the computerized attendance system
- c. Any visitor to the BCSS Preschool will be required to sign in at the office upon arrival and departure. They must fill out the required paperwork including name, time arrived, time departed, classroom, and reason or visit.

**3. Accidents/Emergencies:**

- a. Incidents or accidents resulting in injury to a child or minor changes in health or behavior will be reported on the day of the accident. An email sent to parents will be prepared by the staff person who observed the incident, injury or minor change in health or behavior and shall include a general description of the incident and of the action taken. An Injury Report will also be filled out and sent home for the parents/guardians to sign and return the next school day.
- b. If a child is hurt more severely, the staff will arrange for the transport of the child as quickly as possible to the Emergency Room and contact the parent/guardian disposed of. All BCSS Preschool staff are CPR trained and have had the Bloodborne Pathogens training.

**4. Change of Address/Phone Number:** Please notify the BCSS Preschool immediately if you have a change of address or telephone number (home, cellular, work). This information must be kept up-to-date, particularly in the case of an emergency.

**5. Dual Parent/Guardian Reporting**

- a. According to the Archdiocesan Catholic School Board Policy 5124, in the case of a child whose parent/guardian marriage has been dissolved or a separation of parent/guardian from the home, the name and address of BOTH parent/guardian should be on file.
- b. Unless otherwise decreed by a court order, information commonly made available to parent/guardians of any child will be made available to both parent/guardian. In the case of children whose parent/guardian marriage has dissolved, a certified copy of the Order of Dissolution (the portion that pertains to child custody), as well as any subsequent modification or the order, should also be on file. If any major confrontations occur at BCSS during the process families will be asked to leave the program.

**6. Missing Child**

- a. BCSS Preschool Staff do attendance before, during, and after returning indoors from recess or a field trip. Before, during, and after recess BCSS Preschool Staff do a head count. For field trips, BCSS Preschool Staff do a name to face count before leaving school, while on site, before leaving the field trip site, and returning to school.
- b. If a child goes missing, BCSS Preschool Staff will check with the office to see if the child was signed out by the parent/guardian. BCSS Preschool Staff will alert all other staff in the building and proceed to search

bathrooms, classrooms, church, outside, etc. Parents/Guardians and local authorities will be contacted if determined the child is missing.

- c. BCSS Preschool Staff will fill out an Incident Report and notify DHS/HHS.. Detailed information of what the child was wearing and where the child was last seen will be included. Staff will also include other important information such as things they may have noticed before the child disappeared.

## **7. Preschool Schedule:**

- a. 3 year-old classes
  - M-F 7:30 - 2:15
  - M-F 7:30 - 10:30
  - M-W-F 7:30 - 2:15
- b. 4 year-old classes
  - M-F 7:30 - 2:15
  - M-F 7:30 - 10:30
  - M-W-F 7:30 - 2:15
- c. Drop off
  - 1. Children may be dropped off at St. Mary Center no earlier than 7:10 to ride the transfer bus to St. Joseph Preschool. If dropping off at St. Joseph Preschool children may be dropped off at 7:15.
  - 2. Children will come in the front door of St. Joseph Preschool and sit in the main lobby until dismissed to their classrooms
- e. Pick up
  - 1. Children are to be picked up by 10:30am/2:15pm at St. Joseph Preschool
  - 2. 10:30 am classes will be dismissed out of the front door of St. Joseph. 2:15 pm classes will be dismissed out of the East doors of St. Joseph if being picked up at St. Joseph, or will be dismissed to the Bosco transfer bus to IC for pickup or to attend ABC.
  - 3. Parent/guardian or adult that is listed on the Child Intake Form must pick up the child. Children WILL NOT be released to any other person unless there is a written parent consent.
  - 4. If you are going to be late, please call the school as soon as possible to notify the staff and to let your child know so they do not become anxious.
  - 5. A child who is left at BCSS Preschool for over 30 minutes past the pick up time may be handed over to the Department of Human Services.

## **8. School Closings and Late Start Procedures**

- a. BCSS Preschool will follow the Bosco Catholic School System schedule regarding school closings due to bad weather. BCSS follows Waterloo Public School, but will occasionally call it on their own as well.
- b. In the case of a 2-hour late start, BCSS 3 and 4 year-old AM classes will be canceled.
- c. In the case of a 2-hour early dismissal for weather, BCSS all day classes will be notified in school messenger, in which case your child will need to be picked up, or can ride the transfer bus to IC to be picked up.

- d. Do not call the school. Listen to KWWL or KCRG, or check their websites. You will also receive a call, an email, and a text from the school messenger. If you miss the call, please take the time to listen to the message that was left by the school messenger.

#### **9. Parent/guardian Participation:**

- a. We encourage you to contact us with any questions. The teacher cannot accept any verbal messages from the children. Please write and note and include it in their folder or agenda, send an email or leave a message for the teacher to return your call.
- b. Parents/Guardians are welcome to visit and observe the class in session at any time during preschool hours, unless parent contact is prohibited by a court order.

#### **10. Access Policy**

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

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

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

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

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

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

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

3. Center or Preschool staff will approach anyone who is on the property of the center or preschool without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact the BCSS DHS Program Director or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as



maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
  - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
  - b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.
    - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
    - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
      1. The precise location in the center where the sex offender may be present.
      2. The reason for the sex offender's presence at the facility.
      3. The duration of the sex offender's presence.
      4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
      5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

## **VII. Student Access**

For your child's safety, BCSS takes precautionary and preventative measures to assure access to your child is limited to only those listed on registration paperwork with the parents/ guardians authorization. If an emergency arises, the parent must contact the school by phone and email to give permission for a specific person to pick up the child. If the staff does not recognize the person or is unsure of the identity of the person, photo identification may be checked.

## **VIII. Discipline / Dismissal**

### **Steps taken for Consistent Classroom Disruption including (behavior, biting, potty training, etc.)**

1. Kind, consistent, but firm discipline with positive redirection will be used. If necessary, time away from the classroom to regain self-control will be used.
2. If a child is showing negative behaviors such as consistent discipline problems, biting, potty training issues, or behaviors of consistent disruption in the classroom routine the procedure for addressing these concerns will be as follows:
  - a. The teacher will notify the parent/guardian about the behavior/issue in writing.

- b. The teacher will make a phone call to the parent/guardian regarding the issue.
  - c. The teacher will set up a meeting with the parent/guardian and Program Director face to face in order to work on the behavior/issue. This may include seeking help from AEA.
3. After following these steps, if the child's behavior/issue continues to be disruptive to the classroom or to other children's welfare, BCSS Preschool reserves the right to ask you to withdraw the child from our program. BCSS Staff will work with the families and Child Care Resource and Referral to help find a program that will fit the needs of the child and family.

### **Biting**

1. Children bite for a variety of reasons such as teething, lack of verbal skills, overstimulation, hunger, fatigue, aggression, attention-getting, etc. Biting often happens when preschoolers are in a new setting. However, biting is not an acceptable behavior.
2. If biting occurs in our preschool, a caregiver will calmly respond to the child, letting them know that biting is not ok. In addition, the following steps will be taken.
  - a. The staff will remove the child from the situation and focus caring attention on the child who was bitten. We will put the child's safety first and provide first aid as well as comfort, support and advice to any child that is bitten.
  - b. After the situation is resolved, the parent of the child that bit and the parent of the child that was bit will be notified the same day of the incident. All information is confidential and names of children involved in the incident will not be shared between parents.

### **Potty Training**

1. Children enrolled in PK3 and PK4 must be potty trained before attending preschool. Children must be wearing underwear and very rarely have accidents.
2. A potty trained child is expected to do the following:
  - a. Communicate to the teachers that they need to go to the restroom before they need to go.
  - b. Be alert and able to stop what they are doing to go use the restroom.
  - c. Pull down their clothes and get them back up without assistance.
  - d. Wipe themselves after using the toilet.
  - e. Get on and off the toilet by themselves.
  - f. Wash their hands.
  - g. Postpone going if they need to wait for someone who is in the restroom or if we are away from the classroom.
  - h. Awaken during nap time should they need to use the restroom.

*We do understand that even potty trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, but encourage independence as much as possible.*

### **Bus Policy**

1. The safety of your child and every child on the bus is our number one concern. Therefore, students need to follow the bus safety rules to keep the bus ride safe

for everyone. Riding the bus is a privilege, not a right. Consequences for school bus misconduct will be enforced.

2. These bus rules need to be followed on a daily basis:
  - a. Use handrail while entering and exiting the bus.
  - b. Find a seat immediately and stay sitting in that seat with your legs in front of you.
  - c. Keep your arms and legs out of the aisle.
  - d. Use a number 2 voice level.
  - e. Keep your hands to yourself.
  - f. No throwing items on the bus.
  - g. Listen to the instructions of the bus driver.
3. Consequences for misconduct on the bus:
  - a. First offense: An email or written note will be sent to the parents/guardians.
  - b. Second offense: A phone call will be made to parents/guardians.
  - c. Third offense: An in person meeting will be scheduled with the parents/guardians and a plan of action will be decided.
4. Please know, we are concerned about the safety of the children. If none of these consequences are resolving the issue, your child will no longer have privileges of riding the bus, and the parents/guardians will need to transport the child to and from school.

## **IX. Health/Safety Issues**

### **Records**

1. BCSS Preschool requires a student to have all paperwork completed and signed before they can attend their first day of preschool. Paperwork consists of:
  - a. Registration Form
  - b. Birth Certificate
  - c. Immunization Record
  - d. Physical from Family Doctor
  - e. Child Health Form
  - f. Child Enrollment Information
  - g. Potty Training Policy

### **Sick Child**

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 another 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.

## Illness Policy and Exclusion of Sick Children (QPPS 5.3, 10.6)

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.

- a. • Fever greater than 101 degrees
- b. • Vomiting and/or Diarrhea

For an ill child's return:

- c. • Fever free for 24 hours without the help of fever-reducing medication and cold symptoms are mild and improving
- d. • Vomiting/Diarrhea: 24 hours after the last episode

## Reporting Communicable Diseases

Staff and teachers are required to provide information to families about any unusual level or type of communicable disease (441 IAC 109.4(3), 109.10(1) (*Communicable diseases are illnesses that spread from one person to another, from animal to person, or from a surface or a food-Center for Disease Control and Prevention*) (IAC 641—1.1(139A)) 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 what the families should implement at home.

## Communicable Diseases

***Please see IDPH (Iowa Department of Public Health) guidelines for Education and Child Care Centers.***

<https://hhs.iowa.gov/media/2819/download?inline=>

## Medical/Dental Emergencies

1. It is very important that the parent/guardian keep the center informed of how they can be reached at all times in case of an emergency. Please notify BCSS Preschool if your emergency contact information has changed and would need to be updated on the medical emergency forms.
2. If a medical emergency would occur for a child, the staff would call 911 immediately and notify the parents or the physician listed on the medical emergency forms.
3. If a child needs to be transported to the hospital by ambulance, a staff member would accompany the child to the hospital and stay with the child until the parent/guardian arrives. The parent/guardian would be responsible for the cost of the emergency medical care.
4. If a dental emergency occurs, (such as a chipped or knocked out tooth), the teacher or staff member will rinse the area and apply an ice pack to the face to reduce swelling. The parent/guardian will be notified and will need to notify the dentist to secure further treatment if needed.

## Medication Administration

1. Dispensing of prescription or non/prescription medication will need to be administered by a nurse or a designated party with medication administration training.

2. We recommend that whenever possible, try to give medicine outside of school hours so that they can be given at home. Whenever possible the first dose should be given at home to monitor the child for any type of reactions.
3. If you need to send a medication (including cough drops, lotions, ointments, etc.) to school with your child you will need to do the following:
  - a. The medication needs to be brought to preschool with an adult during preschool hours. It can not be sent in a child's backpack.
  - b. The medication needs to be in its original container.
  - c. A medication permission form will need to be filled out by the parent/guardian with the child's name, medication name, dosage, time to give, how to give, special instructions, start/stopping time, signature and a date.

### **Hand Washing Practices**

1. Hand washing is the most important way to reduce the spread of infection. Studies have shown that unwashed or improperly washed hands are the primary carriers of infections.
2. BCSS Preschool ensures that staff will assist children in personal hygiene sufficiently to prevent or minimize the transmission of illness or disease.
3. All BCSS preschool staff, volunteers, and children shall follow these guidelines for hand washing:
  - a. Upon arrival for the school day.
  - b. Before and after eating or handling food, administering medication, playing with toys or sensory bins that are played in by many students.
  - c. After using the restroom or helping a child with the restroom.
  - d. After handling bodily fluids (mucous, blood, vomit, etc.), from sneezing, wiping and blowing noses, from touching mouths or sores.
  - e. After handling pets.
  - f. After cleaning or handling garbage.

### **Fire and Tornado Drills**

BCSS Preschool conducts fire and tornado drills every month to ensure all children and staff are able to safely evacuate or safely take cover quickly. Our goal is under 2 minutes.

### **Safe levels**

1. During 1991 all schools of the Archdiocese were tested for lead in the drinking water. Test results indicated the lead levels are below the safety levels. Based on these results, no additional testing is required.
2. Chemical Right to Know law requires all schools in the nation to have a prepared list of chemicals and their material safety data sheets readily available marked (MSDS) on them. All staff are required to take a Right to Know certification yearly.
3. Federal regulations and Archdiocesan Board of Education policy 7113 requires BCSS to inform parents/guardians that there is asbestos in the St. Joseph Building.
4. Radon testing is required every 2 years for our BCSS Preschool. The test results indicate the rooms are below the established safety levels.

### **Playground**

1. BCSS Preschool Children have the opportunity for daily outdoor play (when weather, air quality, and environmental safety conditions do not pose a health risk). When outdoor opportunities for large motor activities are not possible because of the conditions, BCSS Preschool staff will provide similar activities indoors. Indoor equipment for large motor play meets national safety standards and is supervised in the same manner as outdoor equipment.
2. BCSS Preschool Staff conduct a monthly playground safety inspection. Items that are inspected include the following: equipment, safe surfacing tiles, sidewalks, and toys. Any items found to be cracked or broken will be removed or taped off until they can be fixed or replaced. All equipment has been installed according to manufacturer instructions including anchoring.
3. BCSS Preschool Staff also conduct a daily inspection of the playground before each use. Staff use a checklist to look for hazards such as missing or broken parts, protruding nuts or bolts, rust and chipping/peeling paint, sharp edges, splinters, rough surfaces, visible cracks, wear and deterioration, anchoring of equipment, broken bottles and toys, discarded cigarettes and stinging insect nests. Any broken bottles or toys will be removed from the playground immediately. If stinging insect nests are found, children will not be allowed to use the desired equipment or area until the nests have been removed.
4. BCSS Preschool uses Play-Land Series Rubberized Tile on the playground. Surfacing depth required under the playground structure and swings meet National Playground Safety Standards as well as the U.S Consumer Product Safety Commission. Daily maintenance of the surfacing tiles includes using a broom to clean any debris from the tiles, when a broom does not work a leaf blower will be used. Loose or broken tiles will be reported to BCSS Maintenance personnel for them to repair. If further repair is needed, the company will be contacted.
5. BCSS Preschool Staff are trained to position themselves so they can observe, count, and listen to children while engaged with the equipment being used on the playground. BCSS Preschool Staff continuously scan the entire environment to know where the children are and what they are doing. BCSS Preschool staff also understand the importance of imaginative play of young children, any signs of physical or horse play, jumping from heights, and/or destruction of safe surfacing material will not be allowed.

### **Strangulation Prevention**

1. Strings and cords that are long enough to encircle a child's neck are not accessible to the children. Families are encouraged to remove strings from children's clothing.
2. Window blinds and draperies can be associated with strangulation of young children. Our windows at St. Joseph are manufactured with the mini blinds between the window panes.
3. Dramatic play items, such as purses, will have the handles removed to prevent strangulation. Ties, scarves, necklaces, and boas will only be used with direct supervision.

4. Lanyards are not used by the staff of BCSS Preschool. Any visitors to the Preschool will be asked to wear a nametag that can be self-adhered to clothing.
5. When children are finished riding bikes on the playground, the helmets will be removed to prevent strangulation while playing on the equipment.

### **Supervision**

1. BCSS Preschool Staff are trained to position themselves so they can observe, count, and listen to children during classroom instruction, bathroom breaks, meals, outdoor time, and while on field trips. BCSS Preschool Staff continuously scan the entire environment to know where the children are and what they are doing.
2. BCSS Preschool Staff position themselves on field trips or on walks so a staff member is always at the front, middle, and back of the group. BCSS Preschool staff frequently do name to face recognition while on field trips and walks.
3. BCSS Preschool Staff are allowed to have their cell phones with them while outdoors for recess and on field trips in case of emergency. The use of cell phones is prohibited during classroom instruction, meals, and bathroom breaks. BCSS Preschool Staff are allowed breaks and may use their cell phones at that time.
4. BCSS Preschool is not around any bodies of water. If they were to go on a field trip near water, BCSS Staff will always be within arms length of the children.

### **Tobacco-Free and Nicotine Free**

All BCSS buildings are to be smoke-free facilities as directed by the Archdiocesan policy and supported by the Board of Education. Iowa's Smoke Free Air Act of 2008 further defines no smoking areas in educational facilities to include all areas on the school grounds and any other outdoor area under the control of the school.

Should a staff member's clothing smell like smoke, they will be asked to change their clothing before being allowed back into the classroom.

## **X. Staff Requirements**

In accordance with DHS Requirements, the staff of BCSS Preschool will have the following within 90 days of employment:

1. Current Mandatory Reporter Training
2. Current First Aid and CPR Training
3. Annual Training in Universal Precautions/Bloodborne Pathogens (see policy below)
4. Background Check every 2 years
5. Fingerprinting every 4 years
6. Physical every 3 years
7. 10 Module Essential Trainings
8. 10 Hours of Training in first year of hire and 6 hours annually

### PreK 4 Classroom Schedule

**7:15-7:45 am ~ Arrival/Morning Routine/Table Play**  
**7:50-8:15 am ~ Morning Meeting**  
**8:15-9:15 am ~ Centers/Small groups/Craft**  
**9:15-9:30 am ~ Snack**  
**9:30-9:50 am ~ Group time - Heggerty Lesson**  
**9:50-10:20 am ~ Letter Practice/Free Play/Restroom**  
**10:30-11:10 am ~ Recess**  
**11:15-12:00 pm ~ Lunch/Restroom**  
**12:00-1:00 pm ~ Rest Time**  
**1:15-2:00 pm ~ Snack/Free Play**  
**2:00-2:10 pm ~ Clean up for Dismissal**  
**2:10-2:15 pm ~ Dismissal**

### PreK 3 Classroom Schedule

**7:15-7:45 am ~ Arrival/Morning Routine**  
**7:50-8:15 am ~ Morning Meeting**  
**8:15-9:05 am ~ Centers/Small groups/Craft/Journal**  
**9:05-9:15~Clean Up & Get Ready for Snack**  
**9:15-9:35 am ~ Snack**  
**9:35-9:55 am ~ Circle time - Heggerty & Letter**  
**9:55-10:20 am ~ Letter Practice/Free Play/Restroom**  
**10:20-10:30 am~ Get ready for Recess**  
**10:30-11:00 am ~ Recess**



**11:00-11:10 am ~ Get ready for Lunch**  
**11:10-11:45 am ~ Lunch**  
**11:45-12:00 pm ~Restroom**  
**12:00-1:00 pm ~ Rest Time**  
**1:00-1:15 pm ~ Restroom/Read Books**  
**1:15-1:35 pm ~ Snack**  
**1:35-2:00 pm ~ Free Play**  
**2:00-2:10 pm ~ Clean up for Dismissal**  
**2:10-2:15 pm ~ Dismissal**

#### **UNIVERSAL PRECAUTIONS**

ALL blood and body fluids are to be treated as potentially infectious.

All staff and volunteers must always exercise good hygiene practices in the work place, particularly in and around classrooms. They serve as role models for children as they develop hygiene habits.

Handwashing:

The best possible means to prevent disease and control infection is good handwashing. This should be done as soon as possible after:

1. Helping children with toileting
2. After nose-blowing (your own or assisting children)
3. Changing diapers or undergarments
4. Before and after changing or applying dressings to wounds
5. After your toilet use, combing hair, applying make-up, etc.
6. Before setting tables, working with foods or feeding children
7. After cleaning up spills, body fluids or other potentially dangerous materials
8. After outdoor activities
9. AFTER REMOVING GLOVES

Method:

1. Wash hands under running water
2. Wet hands with water and apply a heavy soap lather
3. Wash all areas of the hands-between fingers, around nail beds, under finger nails and back of hands
4. Rinse well under running water holding hand so water flows from wrist to finger tips
5. Dry with disposable towel, using a new towel
6. Use towel to turn off faucet and discard
7. Use hand lotion to prevent cracks in the skin which are openings for germs

Special antibacterial cleaning towelettes should be used when soap and water are not available, to be followed up by soap and water AS SOON AS POSSIBLE thereafter.

#### Clean-Up:

Disposable gloves should be worn anytime staff or volunteers need to clean up a blood spill, vomitus, or a child who has had a diarrhea-like accident. Paper towels should be used for clean ups. Changing soiled clothes should take place on a disposable surface or a non-porous surface which can be disinfected.

Where a diaper changing area is available, ALWAYS disinfect after each use.

Use a solution of 1 part bleach to 10 parts water or to disinfect,  $\frac{1}{4}$  C bleach to 1 gallon water. Clean up surfaces that have been contaminated with blood, mucus or any other body fluid. Mops should be cleaned and rinsed in the bleach solution.

Put cloth soiled or wet diapers or other clothing in a plastic bag and tie securely. Label with child's name and send home with a parent.

#### Sharps:

The greatest chance for blood exposure comes from skin punctures from contaminated articles.

1. Use a broom and dustpan or tongs to pick up sharp objects like needles or broken glass.
2. Dispose of sharp items in puncture resistant containers.

#### Bloody Materials:

Gauze, sponges or towels that have been saturated with blood should be placed in leak proof plastic bags and tied off so they cannot be emptied and reused. Call the nurse for further instructions.

#### Employee/Student Health Status:

1. Employees with open lesions or broken skin should keep these areas covered.
2. Children in child care programs who have open sores should have these covered by a dressing to keep them from being contaminated, from touching others who may have scratches, or accidentally be contaminated from any oozing or bleeding.

#### Food, Drink, and Cosmetics:

Eating, drinking, applying cosmetics or handling contact lenses should not be done in areas where there is a potential for exposure to blood borne pathogens.

#### Personal Protective Equipment:

All personal protective equipment will be provided to employees. This equipment has been chosen based upon anticipated exposure to blood and other potentially infectious materials. The equipment provided consists of disposable protective gloves for use when attending to any situation in which exposure to blood, potentially infectious materials, non-intact skin, and mucous membranes may occur. Gloves are available and located in the following locations: classroom, lunchroom, and office.