



United Community School District

Preschool Handbook

2026-27

Board Approved August 17, 2026

This handbook is in addition to the district-wide student handbook. All policies listed in the district handbook also apply to preschool students.

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Introduction

Welcome to the United Community Early Learning Center! Our program is a fully integrated, multi-age program. There are many reasons to provide opportunities for children at various ages and stages of development to play, learn, and interact with each other.

Through positive interactions with children at various skill levels, children become sensitive to the needs of others and learn to appreciate individual differences at an early age. In integrated settings all children have the opportunity to form friendships with a wide variety of peers.

Preschool curriculum is specially designed and delivered to allow children of a wide ability range to access learning at their current level in order to grow forward.

Goals for our Program, Students, & Families

The goal of the United Community Early Learning Center (ELC) is to provide a high quality, developmentally appropriate early learning program and preschool experience that enables them to enter Kindergarten and beyond.

The program is designed to encourage and support the development of each child and to provide opportunities for self-exploration and discovery. We follow the guiding principles established in the [Iowa Early Learning Standards](#).

Curriculum IQPPS 3.9, 3.10, 3.14, 3.15, 3.18

Children need learning opportunities in the areas of physical & social-emotional development, self-regulation, language, literacy, mathematics, science, social studies and creative arts. The United Community ELC follows the [Iowa Early Learning Standards](#) and also uses Teaching Strategies GOLD to guide learning. Teachers will be monitoring and planning the child's development on Teaching Strategies GOLD using the continuum according to age development. Progress reports are sent home three times with two parent/teacher conferences per year.

Creative Curriculum and Teaching Strategies GOLD are used within the preschool classrooms to facilitate integrated learning opportunities for students. We also follow other research-based curriculum programs which include: Handwriting Without Tears, Kiwi Social-Emotional or The Little Spot of Emotion, and Responsive Classroom

Student-to-Adult Ratio IQPPS 7

To ensure a safe, supportive, and engaging learning environment, each classroom will be capped at **20 students**. Every classroom will be staffed by **one certified teacher and one classified staff member**, resulting in a **10:1 student-to-adult ratio** throughout the school day.

Maintaining this ratio allows staff to provide individualized support, build meaningful relationships with students, effectively monitor student learning and behavior, and create an environment where every child receives the attention and guidance needed to succeed.

Child Assessment IQPPS 5.7

Preschool assessments of our students are purposeful, developmentally appropriate, and take place in the classroom and across areas in the school setting by familiar adults. Assessment results are used for the purpose of planning and guiding instruction. Assessments also provide information about each students' needs, interests, preferences, and abilities in order to plan developmentally appropriate learning activities and experiences for each and every student in our program. Teachers provide information regarding developmental milestones. Assessments used, but not limited to include: Teaching Strategies "GOLD" online assessment tools, observations, work samples, family reported data points. Assessment data is shared with parents/guardians both formally and informally, for example at Parent/Teacher Conferences.

Program Assessment

United Community School District's Preschool implements the Iowa Quality Preschool Program Standards (IQPPS). Administrators, families, staff, and other preschool stakeholders will be involved in a program evaluation that measures progress toward the program's goals and objectives. The program will use this information to plan professional development and program quality improvement activities, as well as to improve operations and policies.

Teaching Strategies GOLD Objectives for Development and Learning:

Social-Emotional

1. Regulates own emotions and behaviors
 - a. Manages feelings
 - b. Follows limits and expectations
 - c. Takes care of own needs appropriately
2. Establishes and sustains positive relationships
 - a. Forms relationships with adults
 - b. Responds to emotional cues
 - c. Interacts with peers
 - d. Makes friends
3. Participates cooperatively and constructively in group situations
 - a. Balances needs and rights of self and others
 - b. Solves social problems

Physical

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross-motor manipulative skills
7. Demonstrates fine-motor strength and coordination
 - a. Uses fingers and hands
 - b. Uses writing and drawing tools

Language

8. Listens to and understands increasingly complex language
 - a. Comprehends language
 - b. Follows directions
9. Uses language to express thoughts and needs
 - a. Uses an expanding expressive vocabulary
 - b. Speaks clearly
 - c. Uses conventional grammar
 - d. Tells about another time or place
10. Uses appropriate conversational and other communication skills
 - a. Engages in conversations
 - b. Uses social rules of language

Mathematics

20. Uses number concepts and operations
 - a. Counts
 - b. Quantifies
 - c. Connects numerals with their quantities
21. Explores and describes spatial relationships and shapes
 - a. Understands spatial relationships
 - b. Understands shapes
22. Compares and measures
23. Demonstrates knowledge of patterns

Science and Technology

24. Uses scientific inquiry skills
25. Demonstrates knowledge of the characteristics of living things
26. Demonstrates knowledge of the physical properties of objects and materials
27. Demonstrates knowledge of Earth's environment
28. Uses tools and other technology to perform tasks

Cognitive

11. Demonstrates positive approaches to learning
 - a. Attends and engages
 - b. Persists
 - c. Solves problems
 - d. Shows curiosity and motivation
 - e. Shows flexibility and inventiveness in thinking
12. Remembers and connects experiences
 - a. Recognizes and recalls
 - b. Makes connections
13. Uses classification skills
14. Uses symbols and images to represent something not present
 - a. Thinks symbolically
 - b. Engages in sociodramatic play

Literacy

15. Demonstrates phonological awareness
 - a. Notices and discriminates rhyme
 - b. Notices and discriminates alliteration
 - c. Notices and discriminates smaller and smaller units of sound
16. Demonstrates knowledge of the alphabet
 - a. Identifies and names letters
 - b. Uses letter-sound knowledge
17. Demonstrates knowledge of print and its uses
 - a. Uses and appreciates books
 - b. Uses print concepts
18. Comprehends and responds to books and other texts
 - a. Interacts during read-alouds and book conversations
 - b. Uses emergent reading skills
 - c. Retells stories
19. Demonstrates emergent writing skills
 - a. Writes name
 - b. Writes to convey meaning

Social Studies

29. Demonstrates knowledge about self
30. Shows basic understanding of people and how they live
31. Explores change related to familiar people or places
32. Demonstrates simple geographic knowledge

The Arts

33. Explores the visual arts
34. Explores musical concepts and expression
35. Explores dance and movement concepts
36. Explores drama through actions and language

English Language Acquisition

37. Demonstrates progress in listening to and understanding English
38. Demonstrates progress in speaking English

Family Involvement IQPPS 2.1

United 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. Teachers and administrators want to learn from families about their family structure and their preferred means of child-rearing practices and communication. United also wants to learn about their socioeconomic, linguistic, racial, religious, and cultural backgrounds as they wish to share.

Families are surveyed after enrollment through questionnaires about their family, beliefs, and preferences. Teachers communicate with families at least weekly regarding the children's activities, shared care-giving issues, and other information that affects the well-being of their children. Also, family teacher conferences are held in both the fall and spring semesters, as well as when either party requests. At least one family night is held during the year.

United values the time spent talking and interacting with families and developing strong, reciprocal relationships. Families are encouraged to share any concerns, preferences, or questions with the preschool teacher or administrator at any time. Other than in-person meetings, preschool staff also rely on notes home, emails, phone calls, and newsletters as ways to establish and maintain open, two-way communication.

United 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.

Child Custody

Parents, and others who have written permission from parents, will be allowed to pick up students from school as long as they have a family pick up number provided by the school. The district will try to respect the rights of parents, both custodial and non-custodial, who desire to participate in the education of their child. Absent a court order, the school will assume both parents have the right to visit or pick up the child from school. However, the school should not be used as a mechanism for non-custodial parents to visit with their children. Non-custodial parents have certain rights, such as access to student records and pertinent school information about their child, unless a court order denies or restricts these rights. If a non-custodial parent's rights are restricted, please file a copy of the court order in the office.

Home Visits IQPPS 2.1

Home visits are made prior to the child's first preschool day. 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. 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 your child's needs. You can help the teacher understand what your goals are for your child and whether you have any concerns you'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with either the classroom teacher or administrator.

Student Enrollment

Nondiscrimination Statement

The United Community School District does not discriminate in its educational programs, activities and employment practices on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, age (for employment), actual or potential parental, family or marital status (for programs). There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy or for information about the district's grievance procedures, please contact:

Employment:

Human Resources Director Christine Oien
1284 U Ave.
Boone IA 50036
coien@united.k12.ia.us
Phone: (515) 432-5319

Programs:

Elementary Principal Maggi Butler
1284 U Ave.
Boone IA 50036
mbutler@united.k12.ia.us
Phone: (515) 432-5319

or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD: (800) 877-8339, Email: OCR.Denver@ed.gov

Equal Opportunity Employment

The district will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. The district does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, age (for employment), actual or potential parental, family, or marital status (for programs). Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Advertisements and notices for vacancies within the district will contain the following statement: *"The United Community School District is an EEO/AA Employer."* The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of

discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator:

Affirmative Action Coordinator, Christine Oien

1284 U Ave, Boone, IA 50036

Phone Number: 515-432-5319

Email address: coien@united.k12.ia.us

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to:

- The Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI, 53203-2292, 1-414-662-3680 or TTY 1-800-669-6820, www.eeoc.gov/field/milwaukee/index.cfm

AND/OR

- The Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100 Des Moines, IA 50321-1270, (515)281-4121 or 1-800-457-4416, <https://icrc.iowa.gov/>.

This inquiry or complaint to the federal office may be made instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center. The affirmative action plan is available at the school district's central administrative office.

Entrance Requirements

Prior to the child's attendance at preschool, the following forms must be completed and submitted to the main office before the first day of attendance.

- Provide documentation of current physical (no more than 12 months old) exam and current certificate of immunization.
- Provide statement (provided by the center) of emergency contacts/procedures for the child and specifying who is allowed to pick them up.
- Online registration form with the United Community School District
- Provide sunscreen/insect repellent permission.
- Toilet Training is not a requirement for children to attend preschool. For children who are unable to use the toilet consistently, procedures are listed below in this handbook.

Admissions Policy:

- 3 Year Old Preschool – Must be at least 3 years of age on or before September 15th.
- 4 Year Old Preschool – Must be at least 4 years of age on or before September 15th. If the student's birthday is after September 15th, she/he will be enrolled in the 3 year old preschool program.

Child Guidance & Discipline

Teaching staff will use positive guidance, redirection, and planning ahead to prevent problems. Staff will encourage appropriate student behavior through the use of Responsive Classroom Positive Teacher Language, consistent and clear rules, and will have children participate in developing classroom routines and rules. Teaching staff will encourage children to follow CARES: Cooperation, Assertiveness, Responsibility, Empathy, and Self-Control. The United Community School District preschool program utilizes Kiwi or Little Spot of Emotion curriculum to teach, model, reinforce, and role-play appropriate social emotional skills.

Grievance/Appeals Procedure for ELC Preschool Patron Termination

1. In the event a preschool patron wishes to appeal a termination decision, he/she should submit one copy of a written statement concerning the appeal within two working days of the notice of termination. Submit one copy to the Preschool Coordinator (Principal).
2. The Preschool Coordinator shall submit documentation of policy to the Preschool Advisory Board within two working days after receiving notice of the appeal.
3. The UC ELC Advisory Board will attempt to resolve the situation and will provide a written decision to the preschool patron within the two weeks of the notice of termination.
4. If the UC ELC Advisory Board accepts the preschool patron appeal, the committee shall provide a written contract for future services.

Tuition

The United Community Early Learning Center offers sessions 5 days a week during the school year. Families may choose between morning sessions or full day sessions. Tuition for all full and part-time options are outlined on the schedules below.

	3 yr old Options	Time	Tuition
A	3 yr old - AM Only Preschool - 4 days per week/ No Wednesday (M, T, Th, F)	8:10 a.m. – 11:10 a.m.	\$240.00/month
B	3 yr old - All Day Preschool - 4 days per week/ No Wednesdays (M, T, Th, F)	8:10 a.m. – 11:10 a.m.	\$480.00/month
C	3 yr old - All Day Preschool - 5 days per week (M, T, W, Th, F)	8:10 a.m. – 3:20 p.m.	\$600.00/month
	4 yr old Options	Time	Tuition
D	4 yr old - AM Only Preschool - 4 days per week/ No Wednesday (M, T, Th, F)	8:10 a.m. – 11:10 a.m.	\$0.00/month
E	4 yr old – All Day Preschool - 4 days per week/ No Wednesdays (M, T, Th, F)	8:10 a.m. – 3:20 a.m.	\$240.00/month
F	4 yr old – All Day Preschool - 5 days per week (M, T, W, Th, F)	8:10 a.m. – 3:20 a.m.	\$360.00/month

Full day preschool price includes: milk and morning/afternoon snacks

Full day preschool does not include school breakfast and/or lunch, this is in addition to the monthly tuition.

Half day preschool price includes: milk and morning snack

Sibling discounts are available (10% discount on the additional child(ren) also enrolled in the preschool program.

This agreement does not guarantee a spot in the before/after school childcare program (provided by YSS) at United. If you are in need of those services contact YSS directly at: kcunited@yss.org

Childcare Provided by YSS

Preschool children are able to attend YSS Kid's Club, the childcare program serviced at United. Please contact YSS at kcunited@yss.org for information on how to sign up your child for before and/or after school childcare, or to learn about the Kid's Club drop-in option.

Notice of Withdrawal

The family must give United Community Early Learning Center one month written notice in advance if Preschool services are no longer needed. If this notice is not given, payment will be due for the full month of service.

Tuition Payment

It is the policy of United Community Early Learning Center to collect payments on the 1st of the month for the current month's preschool services. Tuition payments are due the 1st of the month. If payment is delinquent, you will be notified on or by the 10th of the month. Monthly bills will be sent via email to families unless a paper bill is requested from the office.

Payment may be sent with your student, paid online, mailed to the school or you may drop off your payment at the office. Guardians may log in to their parent portal on Infinite Campus to make online payments such as tuition, meals and other school fees. It can be accessed through a link on the United Community web page www.unitedcomets.org. Click on Infinite Campus Parent Portal and follow the prompts.

Late Payment

The United Community Early Learning Center reserves the right to ask any family to leave the center. If there is a financial issue, please contact the preschool director and/or the business office to make arrangements. Accounts left unpaid upon withdrawing from the center will be handled through private collectors or small claims processing.

Late Pick-Up Policy

Late Pick-Up Policy Our preschool hours are from 8:10-11:10 a.m. (half-day students) and from 8:10 a.m. to 3:20 p.m. (full-day students). You are expected to pick up your student at dismissal time unless you have contacted the school. When you are late picking up your student our staff must work overtime or be taken away from other duties to care for your student.

The following policies will apply:

- Time will be determined on the preschool clock.
- Late fees may be assessed at \$10.00 per child for each time.

Daily Guidelines/General Information

Attendance Policies *(District Code 501)*

The philosophy of UC ELC is that consistent and punctual attendance is vitally important and is a necessity for a quality education. Attendance is a shared responsibility and requires cooperation and communication between students, parents and school. Students will be expected to attend preschool

regularly and punctually in order to receive maximum benefit from the instructional program. By attending regularly, students will develop habits of punctuality and responsibility that will assist in keeping disruption of the educational environment to a minimum.

If parents know their student is going to be absent, the parents are asked to notify the office prior to the absence by note, phone call or email. The United Office phone number is 515-432-5319 ext. 0. and email is chove@united.k12.ia.us. If advance notification is not possible, parents must notify the school on the day of the absence prior to 9:00 a.m. If notification is not received, our system will attempt to contact the parents. If unable to make contact, the parent is asked to send a note stating the date absent and the reason for the absence.

The school determines whether an absence is exempt, excused or unexcused. Exempt absences include, but are not limited to attending religious services or receiving religious instructions, legitimate medical reasons, individualized education programs that affect attendance, and traveling to attend a funeral or a wedding. Excused absences include, but are not limited to illness, family emergencies, family vacations, and school-sponsored or approved activities. Unexcused absences include, but are not limited to an absence with no notification from the parent, either by note, email or by phone. Both excused and unexcused absences are counted and reported to the state. Only exempt absences are excluded from reporting.

Students who need to leave school during the school day must have a note signed by their parent, have their parent phone or email the school or have their parent come to the office and request the student's dismissal. Parents are asked to sign their student out in the office before leaving and/or sign in before returning to class. Students will receive a pass from the office when returning to class. Students are not released to anyone but their parents or designated persons that are indicated in Infinite Campus by the parents, unless the parent has made special arrangements with the preschool staff or office.

Attendance Notification

Chronically absent means any absence from school for more than 10% of the days or hours in the grading period established by a public school.

Truant is defined as any child of compulsory attendance age who does not qualify for the specified exemptions, fails to follow the school board's attendance policy, and has been absent from school for at least 20% of the days or hours in the grading period.

Non-exempt absences are used to calculate the percentage for the grading period to determine individual student chronic absenteeism.

After a student becomes absent for more than **10%** of days or hours in the grading period, a **Notice** is sent to the child's parent/guardian.

After a student becomes absent for more than **15%** of days or hours in the grading period a **school engagement meeting and absenteeism prevention plan** will be initiated.

After a student becomes absent for more than **20%** of days or hours in the grading period, a school official will begin truancy proceedings and will notify both the county attorney and the child's parent or guardian.

Guidelines for Attendance

- Student will be marked tardy if arrival time is between 8:10-9:00 a.m.
- Student spending more than 4 hours in the nurse's office will be marked absent from school for that period of time.

Tardiness *(District Code 501.10)*

A student will be counted tardy if he/she arrives after the scheduled start of the day. Students who are tardy are required to sign in at the office and receive an admit pass. **Please note*

- Preschool classrooms will open for students at 8:00 a.m.
- Students arriving before 8:00 a.m. must go to the playground, unless signed up for before school childcare.
- Playground will open for all students at 7:45 a.m. Students are not allowed on school playgrounds before 7:45 a.m. Supervisors are not on duty until 7:45 a.m.
- Preschool attendance is taken at 8:10 a.m. Students arriving after 8:10 a.m. will be counted as tardy.

Early Release

All early releases that are scheduled in advance are listed on the school calendar. It is imperative that parents have a plan for their student on early release days and the plan has been communicated to the student, preschool staff and the office.

Access Policy

UC ELC is responsible for ensuring the safety of children at the center 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 UC ELC who is not a 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 students 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 student alone or is directly responsible for student supervision.

* UC ELC will not allow people without proper record checks assume student supervision responsibilities or be alone with students. This directly relates both to child safety and liability to United Community School.

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 student supervision responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the classroom associate due to a conflict of interest with the person.

*“Supervision” means to be in charge of an individual engaged with students 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. UC ELC staff will approach anyone who is on the property of the school without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact the Coordinator or Superintendent to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the school” procedures found in the school crisis plan. 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 students 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 UC ELC.

b. Shall not be on the property of UC ELC without the written permission of the Superintendent, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from UC ELC.

i. The Superintendent 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 UC ELC 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 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 Superintendent and sex offender and kept on file for review by the DHS licensing consultant.

Student Dismissal

Students will only be released to custodial parents or their designee (named at enrollment) unless otherwise determined by court order.

Field Trips

Field trips are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the center. While on field trips, students are representatives of United and should act in an appropriate manner. Prior to attending a field trip, teachers will send information about the details of the trip home to parents. Parent permission forms are required for all field trips. These forms will be filled out with online registration. Students will only be allowed to go home with a chaperoning parent/guardian as long as the parent/guardian signs the student out with the teacher.

If your child is enrolled in the UC ELC program for half day only, they may attend at no extra charge, for any extended time periods for field trips. After field trips, parents are expected to promptly pick-up their students upon returning to the school unless the expected arrival is after 2:00 p.m. upon which the pick-up time will be 3:20p.m. (or standard dismissal time) for the ease of families.

Classroom Parties

UC ELC has three classroom parties a year in October, December, and February. All party activities will take place during the morning.

Birthday Celebrations

Each classroom at UC ELC will uniquely celebrate student birthdays in the classroom. Outside food and drink items may be brought in for birthdays. Your child may bring a pre-packaged food item for their birthday to share with the class.

Private Party Invitations

Invitations to parties/events are not to be delivered/distributed at school. Parents/Guardians are asked to mail or contact the parents of students. It is acceptable if the entire class is invited.

Inclement Weather or Emergency Closing

In case of no school, late start or early dismissal due to weather or emergency situations, the district will notify parent/guardian via school messenger using the phone number and email provided to the district from registration paperwork. **Please make sure you notify the school if you make any changes to phone numbers and/or email addresses so those can be updated in the system.** The Superintendent/Principal will also inform local television stations.

If there is a 2 hr. delay, preschool will be delayed 2 hrs. If your student attends morning only preschool, then **they would not attend on 2 hr. late start days.** If your student attends **all day** preschool, then they would arrive at 10:10 a.m.

If school is dismissed because of inclement weather after the school day has begun, parents will be notified by the same means. The superintendent determines whether buses will follow regular routes and if the after school childcare program will stay open, close or close early. If the buses or childcare does not follow the regular routes and times, a special announcement will be made.

Please send an email or call the school if your student is to be picked up or go home with someone else that is not listed on the student's permission form.

Nap/Rest Time

The Iowa Department of Human Services requires that all preschool-aged students must be provided a regularly scheduled nap or resting quiet time. Students will not be forced to sleep, but may be encouraged to lie quietly for a period of time. The length of time a student should have to remain resting varies by child.

Please send a small blanket or towel for naptime. UC ELC staff requests that stuffed animals are only used as a transitional item at the beginning of the school year and usage is weaned at the end of the first trimester for health and safety reasons. Stuffed animals may be allowed on special days or activities based on classroom curriculum needs. This policy prevents distraction and playing during rest time. No pillows, rest rolls, or pillow pets are allowed.

Dress Code

Students are prohibited from wearing clothing advertising or promoting illegal items for use by minors. No spaghetti straps, short shorts, flip-flops (*sandals must have a strap on the back for safety*), or shoes with retractable wheels. It is strongly suggested students wear shorts under dresses, wear weather appropriate clothing during any rainy or cold weather, and have another pair of shoes to be kept at school during boot season. The Preschool Coordinator makes the final determination of the appropriateness of the student's appearance. Students may be required to change their clothing.

Pets in the Classroom

Pets may be allowed to visit the preschool program if there is an educational benefit. Per district policy (*Code 606.3*), arrangements must be made in advance with the preschool coordinator in conjunction with the school nurse (*in order to avoid allergy problems*). Visiting animals must have documentation from a veterinarian that the animal is fully vaccinated and in good health. Any animal that does not appear to be in good health will not be allowed into the school.

Transportation

Families choosing to utilize school bus transportation need to be aware of the following requirements:

- Arrangements for school transportation must be made in advance with the district. **Please note: you must live in the United School District (or transport your student to a current in-district bus stop) to use the district provided transportation.*
- Preschool students will be required to wear the seat belts that are provided in the bus on field trips as well as before and after school
- Parents may be asked to escort preschoolers on and off of the bus to harness and unharness the student.
- If your child regularly rides the bus, but **will not** be riding for a specific day, please contact the transportation department and main office at (515) 432-5319 before 6:00 a.m. or leave a message at any time after school hours.

Weapon's Policy (District Code 502.6)

As defined by the board, states students shall not possess any weapon, firearm, toy weapon, look-alikes and/or other dangerous objects at school or school activities except with the knowledge and permission of a teacher or administrator and then only for school or educational purposes.

A student in violation of this policy is subject to one or more of the following consequences:

- Notification of parent or guardian or the student involved
- Notification of law enforcement officials
- Restricted privileges
- Suspension from class
- Recommendation for expulsion for not less than 12 months
- Referred to law enforcement authorities

Administrative discretion will be applied. Parents will be notified before a student serves any out of school suspension days and possible additional consequences.

School Meal Program

The school operates a lunch and breakfast program. All-day students may either bring their own lunch to school or they must participate in the school meal program by purchasing a meal account. Applications for free/reduced price meals are available in either office and/or online for families. Meals will conform with the federal guidelines.

For students with special health care needs, food allergies, or special nutrition needs, the child's health care provider and family need to collaborate with school staff on an individualized care plan. Children with food allergies shall be protected from contact with the problem food. *updated 3/13/23*

Early Learning Center Snacks

As a part of the tuition, the school provides snacks to UC ELC students twice daily. One snack will be provided in the morning and one snack in the afternoon. UC ELC will provide snacks/drinks that include 2 food groups and drinks. Drinks for snacks will be either juice, milk, or water with water being a constant offer.

Communication Tools IQPPS 2.1

The preschool program will choose a communication app each year to facilitate parent teacher communication. Teachers will post frequent updates, reminders, and photos. Parents will be invited to participate with the app in the fall. For the safety of our students, only parents, guardians, and UC ELC staff will have access to the app.

Student Conduct and Behavior IQPPS 1.2, 1.3

Anti-Bullying and Harassment

The United Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. A safe and civil school environment is necessary for students to learn and achieve. Bullying and/or harassment can seriously disrupt the ability for a school district to maintain a safe and civil environment, hindering the students' ability to learn and succeed. Bullying and/or harassment of students, employees, and volunteers is against federal and state law, and the United Community School District's rules, regulations, and policies.

Bullying and/or harassment will not be tolerated on school district property, on property within the jurisdiction of the school district, while on school-owned or operated or chartered vehicles, while attending or engaged in school activities, or while away from school grounds if the misconduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Definitions

“Harassment” and “bullying” mean any repeated and targeted electronic, written, verbal, or physical act or conduct toward an individual creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student’s person or property.
- Has a substantially detrimental effect on the student’s physical or mental health.
- Has the effect of substantially interfering with the student’s academic performance.
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. It also includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

Complaint Procedure

Complaints of bullying and/or harassment may be filed promptly, reasonably and in good faith with the Superintendent or Principal. Complaints will be investigated in accordance with adopted district policy and procedures. Within 24 hours of receiving the report that a student may have been the victim of conduct or behavior that constitutes bullying and/or harassment, the district will notify the parent, guardian, or legal custodian of the student.

After considering the totality of the circumstances, should the Superintendent or Principal determine after the investigation, that a student has suffered bullying and/or harassment by another student enrolled in the district; a parent, guardian, or legal custodian of the student may enroll the student in another attendance center within the district that offers classes at the student’s grade level, subject to the requirements and limitations established in Iowa law.

In case of an apparent conflict of interest, the United Community School District will designate an alternative investigator.

Retaliation and False Reports

Individuals who knowingly file false bullying and/or harassment complaints, and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated this policy or retaliated against another student for filing a complaint under these rules is in violation of the bullying and/or harassment rules and may be subject to discipline up to and including suspension and expulsion.

Biting Policy

In a preschool setting, we recognize that biting may occur, and we are ready to help children who bite learn more appropriate behavior.

We intentionally structure the day to avoid boredom, frustration, or over-stimulation. We provide a calm and cheerful atmosphere with a mix of stimulating, soothing, age-appropriate activities and multiples of favorite toys. We also work to model acceptable and appropriate behaviors for the students, helping them learn words to express their feelings and giving them tools to resolve conflicts with our help. UC ELC does not focus on punishment for biting, but rather on effective techniques that address the specific reason for the biting. We will support your student whether they bite or are bitten. When biting occurs, these are our three main responses:

1. Care for and help the student who was bitten. If the skin is not broken, we apply a cold pack. If the skin is broken, we cleanse the wound with soap and water. We call the student's parents and give them a copy of the incident report, which is filled out by the teacher who witnessed the incident. The incident report is also kept in the student's file. The name of the student who bit is kept confidential.
2. Help the student who bit so that he/she learns other appropriate behavior. We address the student in a firm, calm voice, stating our disapproval of biting. We will notify the student's parents that same day informing them of the biting. We ask parents to keep us informed if their student is biting at home or in other situations. Students who bite in our program do not necessarily bite at home. If your student is biting in other situations, it is important for all of us to correct them consistently. Communication is very important in order to help your student stop biting.
3. Examine our program to stop the biting. The teachers and members of the leadership staff analyze the cause of ongoing biting. We complete in-room assessments to determine the quality of relationship between the caregiver and the student, the environmental influences on the student's behavior, and target the social-emotional support for the student. Then, we develop a plan to address the causes of the biting, focusing on keeping students safe and helping those who are stuck in the biting pattern. After developing this plan, we arrange a meeting with the parents and share the details so you know specifically how we are addressing this problem.

While biting is never a correct action for students, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Sometimes the biting is related to teething. Other times, students bite to express feelings they can't yet articulate with words. We have also seen students bite when they are frustrated or even excited. No matter the reason for the biting, we will assess and handle the situation appropriately so it can be corrected as quickly as possible.

UC ELC Preschool Expectations

UC ELC follows the same school-wide expectations as our K-6 students.

United Community CARES! At United Community, we are continually focused on being a school community where students are learning, thriving, and feel a strong sense of belonging! We are committed to five social and emotional competencies that form our CARES framework, they are:

Cooperation, Assertiveness, Responsibility, Empathy, and Self-regulation. We ❤️ UC!

Consequences of not following these expectations are: IQPPS 1.3

- Redirection and intervention is the first step, followed with discussion.
- Sometimes it may be necessary to have a cooling off period and allow the student to regain self-control to discuss the situation. Cooling off time will be no longer than necessary to calm down (usually one minute times the age of the child). A student will be told he or she can continue class as soon as he or she feels ready to listen or has regained control.
- Recurring behavior may mean a temporary denial of a piece of equipment or activity (Example: throwing sand in the sandbox repeatedly could result in a child not being allowed to play in the sandbox until the next time we go out to play.)
- If necessary, students will see the administration of the building to discuss and promote positive behavior changes.
- An Office Discipline Referral (ODR) (Appendix, Item C and D) may be issued to students who are in violation of expectations/rules including, but not limited to: fighting, dangerous acts, overt defiance, illegal acts, stealing, profanity, vandalism, and harassment. Any student who received three ODR's will be subject to a parent conference via the phone or in person. The preschool coordinator or superintendent/principal will determine the procedure followed for each subsequent ODR the student receives. Further discipline consequences may be given. Teachers and staff must give the students a warning and attempt to change the behavior using Positive Behavior Supports before giving an ODR, except in extreme circumstances.

Student Health and Well-Being IQPPS 7.5

Administration of Medication

Students may need to take prescription or non-prescription medication during preschool hours. The school must know the medication a student is taking in the event the student has a reaction or becomes ill. Parents must fill out the required prescription medication administration form that is on United's website. Paper copies of the form are also available in the office. Medication is kept in a locked cabinet and only distributed by the school nurse, the building secretary, or appropriately trained staff.

Medication must be in the original container with clear written instructions for proper administration.

(See Appendix Item A)

Child Abuse Reporting *(District Code 402.2)* IQPPS 9.10

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are required as

mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties. The definition of child abuse is in the accompanying regulation.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall orally or in writing notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency shall also be notified. Within forty-eight hours of the oral report, the mandatory reporter shall file a written report with the Iowa Department of Human Services.

Within three months of their initial employment, UC ELC staff shall take a state approved training course involving the identification and reporting of child abuse. The course shall be re-taken at least every five years.

Child Abuse Reporting Regulation (*District Code 402.2R1*)

Iowa law requires licensed employees to report to the Iowa Department of Human Services (DHS) instances of suspected child abuse, which they become aware of within the scope of their professional practice.

The law further specifies a licensed employee who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and the licensed employee may be subject to civil liability for damages caused by the failure to report.

Employees participating in good faith in the making of a report or in a judicial proceeding which may result from the report are immune from liability.

Child Abuse Defined

"Child abuse" is defined as:

- Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.
- The commission of a sexual offense with or to a child as a result of the acts or omissions of the person responsible for the child. Sexual offense includes sexual abuse, incest, and sexual exploitation of a minor.
- The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's welfare when financially able to do so. A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child.
- The acts or omissions of a person responsible for the care of a child which allow, permit or encourage the child to engage in acts prohibited pursuant to Iowa Code, section 725.1 which deals with prostitution.

Board policy states it is not the responsibility of employees to prove a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. The DHS is responsible for investigating the incident of alleged abuse.

Cleaning and Sanitization IQPPS 7.10

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. Toys that have been placed in a child's mouth or are contaminated with body secretions or excretion will be removed immediately and disinfected after they are cleaned with soap and water. The same routine applies to other surfaces in the classroom. Toys and 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, surfaces will be sprayed thoroughly. The bleach solution will be left on for at least 2 minutes before it is wiped with a clean paper towel. Anything contaminated and that is machine washable must be laundered before another child's use.

Staff will be trained in cleaning techniques, proper use of gloves and handling contaminated materials, and information required about the use of any chemical agents.

Routine cleaning will be supervised by the preschool teacher. All cleaning products will be used as directed by the manufacturer's label.

Communicable and Infectious Diseases IQPPS 7.11 (*District Code 507.3*)

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogen exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent and school nurse.

Their personal physician shall determine the health risk to immunosuppressed students. The health risk to others in the school district environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

A parent should notify the superintendent or school nurse when their child has a communicable disease. It is the responsibility of the superintendent to notify the Iowa Department of Public Health. Health data of a student is confidential and it shall not be disclosed to third parties. It shall be the responsibility of the superintendent to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

Documentation of Accident/Incidents

Policies and procedures for incidents involving serious injury or significant change in health status are reported immediately to the parent by phone call. The school may call 911 depending on the seriousness.

Policies and procedures for incidents involving minor injuries, minor changes in health status, or behavioral concerns are reported to the parent on the day of the incident.

An Accident/Incident Report will be filled out by the witnessing staff member. The parent will sign the report the same day as the incident if the child is picked up, or the report will be sent home to be signed and sent back to school the following day. A copy will be given to the parent. All Accident/Incident Reports will be placed in the child's permanent file.

Hand Washing Practices IQPPS 7.9

Frequent hand washing is key to prevent the spread of infectious diseases. Teachers teach children how to wash their hands effectively. The program follows these practices regarding hand washing:

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.

Students wash their hands upon arrival for the day, after diapering or using the toilet, after handling bodily fluids (blowing or wiping nose, coughing on a hand, or any touching of mucus, blood, or vomit), before meals and snacks, after playing in water that is shared with other kids, or handling materials such as sand, dirt, or surfaces that might be contaminated by contact with animals.

Staff wash their hands before and after helping serve meals and snacks, after assisting a child with toileting, and after handling garbage or cleaning.

Hawk-I Insurance for Children

Parents can apply for low-cost or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (Hawk-I) program. Children ages birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations,

physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at www.hawk-i.org for more information.

Health and Immunization

When a child begins the program, health records that document the dates of service will be submitted to show the child is current for routine screening tests and immunizations according to the American Academy of Pediatrics. Parents and/or legal guardians must provide evidence of those health records before the child's entry into the program, except for immunization for which parents are using religious exemption.

Health and Safety Records IQPPS 7.1

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 and the contents are confidential. The files are available to administration or teaching staff who have consent from a parent or legal guardian for access to records. Upon request, it is available to the child's parent or legal guardian and regulatory authorities.

Illness

In order to protect your student and other UC ELC program members, we have established guidelines on illness. For this reason, when a caregiver determines a child is sick or contagious the child will not be permitted to attend preschool. If a student becomes ill while at school, we will call and expect you to pick up your child within 1 hour. Please have a back-up caregiver on call to keep your child in case you are unable to care for your sick child. Your child will be waiting in the nurse's office in the main office.

A STUDENT CANNOT BE AT PRESCHOOL IF HE/SHE HAS:

- Temperature over 100 degrees. Child may return to preschool after 24 hours of normal temperature (without medication). If a child's temperature is 100 degrees upon waking he/she should not be brought into childcare/preschool since body temperatures rise as the day progresses.
- Untreated conjunctivitis – eye infection commonly referred to as “pink eye”. The eye is generally red with some burning and there is thick yellow drainage secreted. Child may return 24 hours after treatment with medication.
- Rashes you cannot identify must be diagnosed by a physician. If treatment is prescribed, the child may return after 12 hours with medication. In cases of more contagious rashes, we recommend at least 24 hours exclusion after treatment. The child may return only with the doctor's written statement of contagiousness.
- Untreated impetigo of the skin. Shows up as red pimples. These eventually become small vesicles surrounded by a reddened area. When the blister breaks, the surface is raw and

weeping. The lesions occur in moist areas of the body, such as the neck, groin, under arm, face, and hands. Child may return 24 hours after treatment with medication.

- Unusual diarrhea unchecked by a physician. Child may return after 24 hours with no repeated diarrhea or with a doctor's statement that the virus is no longer active or contagious. Parents should advise staff if a special diet is required.
- Vomiting – child may return after 24 hours without vomiting.
- Severe cold with fever, sneezing, and/or nose drainage.
- A doctor-diagnosed, non-contagious infection and the doctor places the child on medication. The child may return after the parents have initiated the medication.
- A doctor diagnosed, contagious infection (such as strep throat) and the doctor places the child on medication. The child must remain home for at least 24 hours.

The preschool staff reserves the right to send a student home if he/she has any of the following symptoms:

- mild fever or chills
- lethargic or too tired and cannot keep with the class
- ear pain
- unexplained irritability or persistent crying
- serious injury
- chicken pox, impetigo, etc.
- unable to fully participate comfortably in activities or they require greater individual care than staff can provide.

After a doctor's visit, please share his/her diagnosis with our school nurse and pertinent school staff. It may affect our actions with other children or the need to notify other parents of a potential exposure to a communicable disease. Health data of a child is confidential and shall not be disclosed to third parties.

Our policy is if your student is well enough to attend preschool, your student is also well enough to play outside. Exceptions to this policy will be made when a physician's note indicates or by parental request for up to three days for legitimate health reasons. The School Nurse will have final decision on parent requests and legitimacy of health reasons. By helping us observe good health standards, you will be protecting your student and the others in our preschool.

Immunizations and Physical Examinations

Immunizations: Prior to starting preschool, students five years of age and younger must provide a copy of an approved Iowa Certificate of Immunization signed by a health care provider stating the student has received the immunizations required by law. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the school nurse. Iowa law requires evidence of immunization before any student can be enrolled in the United Early Learning Center (UC ELC).

A certificate of immunization must be on file at school before the student's first day of preschool. The certificate may be obtained from the doctor's office or the school nurse. Students with immunizations partially completed will be issued a provisional certificate allowing an additional 60 days to complete the remaining immunizations. If an updated certificate of immunization is not provided at the end of the 60-day period the student will no longer be allowed to attend preschool.

Physical Examinations: Students five years of age and younger must present evidence of a physical examination report, submitted within 30 days from the date of admission, signed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner. If an updated physical examination is not provided at the end of the 30-day period the student will no longer be allowed to attend preschool.

The date of the physical examination shall be no more than 12 months before the first day of attendance at the school. The written report should include past health history, status of present health including allergies, medications, and acute or chronic conditions, and recommendations for continued care when necessary.

Annually thereafter, a statement of health condition, signed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner, shall be submitted that includes any change in functioning, allergies, medications, or acute or chronic conditions.

Insect Repellent

During specified months, insect repellent will be provided/applied to all children enrolled in preschool immediately before outdoor play. Repellent use is necessary to decrease the risk of children receiving bites from insects that may be carriers of diseases such as West Nile Virus.

Procedure:

- Insect repellent will be provided/applied during the months of April through September.
- Insect repellent will be applied once daily, when bugs are present. If no bugs are present, UC ELC staff will minimize exposure to chemicals for students by not applying insect repellent.
- Parent/guardian must sign a consent form allowing UC ELC staff to apply insect repellent to their child before outdoor activities. (*Appendix, Item B*)
- Insect repellent with a maximum of 10% deet will be provided by the program.
- If a parent/guardian wants to supply their own insect repellent:
 - *The repellent must contain 10% or less deet and be in an original container clearly labeled with the child's name.*
- Staff will instruct the students to wash their arms and hands with soap and water to remove the repellent when they come back indoors.

Sunscreen

During specified months, sunscreen will be provided/applied to all children enrolled in preschool 30 minutes prior to sun exposure.

Procedure:

- Sunscreen will be provided/applied during the months of April through September
- Parent/guardian must sign a consent form allowing staff to apply sunscreen, or to allow the child to apply their own sunscreen prior to outdoor activities. (*Appendix, Item B*)
- Sunscreen with an SPF of 15 or higher will be provided by the program.
- If a parent/guardian wants to supply their own sunscreen:
 - *The sunscreen must be SPF 15 or higher and be in an original container clearly labeled with the child's name.*

School Nurse

The school nurse is available daily during the school year. You can reach the school nurse by calling the school (515) 432-5319. The school nurse has an office located in the main office. The nurse is responsible for all medical and emergency concerns, keeping health records, facilitating health checks, maintaining medical records, and training staff and students in the areas of health and safety.

The school nurse requests that families continue to do their best in communicating with the school about all health concerns. Please remember to include the school nurse in all communications about returning to school after absences, doctor appointments, future health procedures and new health concerns.

Student Illness or Injury at School

In the case of a serious illness or injury at school, the school nurse or preschool staff shall attempt to notify the parents according to the information on the student information form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. In the event of a student illness or injury, the school requests that the student is picked up within an hour of being contacted in the best interest of the child.

Parents must annually complete a medical emergency authorization form indicating procedures to follow in the event of an emergency. ***Parents are asked to notify the school office if the information on the Student Information Form changes during the school year.***

While the preschool is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school nurse or preschool staff contacts emergency medical personnel if necessary and will notify the parents if the student has been transported for treatment.

Toilet Learning IQPPS 7.14

Toilet learning is an important time in a child's development. The goal of our toilet learning policy is to promote developmentally appropriate self-help skills and independence. Toilet Training is not a requirement for children to attend preschool. For children who are unable to use the toilet consistently, the following procedures are in place:

1. Diapering will only be done in the designated diaper area, i.e., the bathroom adjacent to the classroom with a fold down changing table/mat. Food handling will not be permitted in this diapering area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards:
 - a. 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.
 - b. 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.
 - c. Staff changes children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
 - d. At all times, caregivers have a hand on the child if being changed on an elevated surface.
 - e. 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.
 - f. 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.
 - g. 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.
 - h. Potty chairs will not be used due to the risk of spreading infectious diarrhea.
3. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Accidents happen and are not a problem. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.
4. Parenting resources are available on our website to assist families with toilet learning and your child's development.

Wellness Policy (District Code No. 507.9)

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning

through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity

The school district supports and promotes proper dietary habits contributing to the student's health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification, of students who are eligible for free and reduced-price meals. Toward this end, the school district may utilize electronic identification and payment systems; promote the availability of meals to all students; and/or use nontraditional methods for serving meals.

Complete wellness policy is available on United's website.

Open Door Policy and School Visits

We strive to meet the needs of the parents as well as the children, and encourage your active participation in our program. We encourage you to visit the preschool at any time, unless restricted by a court order.

Families may also participate in their child's education by volunteering and assisting teachers, joining committees and project endeavors, attending parent meetings and conferences, and becoming members of the UC ELC Advisory Committee. Please contact your child's teacher to set up a suitable time to visit, giving at least a 24-hour notice. Always check in at the office and sign a badge to wear. The badge must be worn inside United.

Appendix

507.2E2

MEDICATION PERMISSION FORM

UNITED COMMUNITY SCHOOLS

1284 U Ave., Boone, IA 50036

The following policies have been established concerning the administration of prescribed and over-the counter medications to be given by school personnel:

Prescribed Medication: These medicines shall be maintained in the original prescription container, which shall be labeled with:

Name of student
Name of medicine
Directions for use
Name of physician
Name and address of pharmacy
Date of prescription

Over-the-Counter Medication: These medicines shall be maintained in the original container and marked with the student's name.

Parent's Written Consent: For prescription and over-the-counter medicine, a parental signature on a statement requesting and authorizing school personnel to administer the medicine shall be filed at the school. *(See below)*

Name of student

Grade

Name of Medication

Reason for medication

Dosage

Length of time to be given

Time medication to be given

Route to administration

Parent/Guardian Signature

Home phone number

Date

Alternate phone number

*Please remind your student that he/she is responsible for asking for the medication at the appropriate time.

Final determination as to whether or not any medication will be administered by school personnel rests with the school's administration.

Student Permission Form

Student Name: _____

The following people have permission to pick up my child from preschool and/or childcare:

1. _____ 2. _____

3. _____ 4. _____

Please answer the following questions:

1. I give my permission for photographs/images of my child to be used while attending preschool and/or childcare. *(Please circle one.)*

A. Internal publications, center bulletin boards, and classroom activities, local media such as newspapers and television.

B. DO NOT include my child in any photographs/images.

2. My child may go on any field trip planned by United Community Preschool and/or Childcare Center.

Yes _____

No _____

3. I hereby certify that my child is free of communicable diseases and in good health.

Yes _____

No _____

I have noted any allergies, chronic conditions or medications below:

4. I certify that my child's immunization record is available in their school health file.

Yes _____

5. I hereby authorize the staff of the United Community Preschool and/or Childcare to consent to medical care for my child, until I can be reached, in the event of a medical emergency while my child is attending the program.

Yes _____

6. My child may have insect repellent applied, or apply his/her own insect repellent, as described in the handbook, using the repellent provided by the program.

Yes _____

No _____

7. My child may have sunscreen applied, or apply his/her own sunscreen, as described in the handbook, using the sunscreen provided by the program.

Yes _____

No _____

I understand if I wish to provide my own insect repellent or sunscreen, the items must be in an original container with my child's name clearly labeled.

Parent/Guardian

Signature: _____ **Date:** _____