

# United Community School District Preschool Handbook 2020-2021



Home of Comet Pride!

1284 U Avenue - Boone IA 50036

515-432-5319

[www.unitedcomets.org](http://www.unitedcomets.org)

## TABLE OF CONTENTS

<b>INTRODUCTION</b>	4
Philosophy	4
Curriculum	5
Equal Educational Opportunity	6
Notice of Nondiscrimination	6
Open Door Policy	6
<b>STUDENT ENROLLMENT</b>	7
Entrance Requirements	7
Requirements for 1st Day of School	7
Enrollment Fee	7
Termination/Discharge Policy	8
Grievance/Appeals Procedures	9
Tuition (Rates/Options/Payments/Policies)	9
Tuition Assistance/Scholarship	11
Notice of Withdrawal	11
Late Tuition Payment	11
Late Pick-Up Policy	11
<b>Daily Guidelines/General Information</b>	12
Attendance Policies (Notification/Guidelines/Tardiness)	12
Early Release	14
Access Policy	15
Dismissal Policy	16
Field Trips	16
Classroom Parties	17

Birthday Celebrations	17
Private Party Invitations	17
Inclement Weather and Emergency Closings	17
Nap/Rest Time	18
Dress Code	18
Pets in the Classroom	19
Transportation	19
Weapons Policy	19
School Meal Program	20
Early Learning Center Snacks	21
Communication Tools	21
<b>Student Conduct and Behavior</b>	21
Biting Policy	21
Preschool Expectations & PBIS	23
<b>Student Health and Well-Being</b>	25
Administration of Medication	25
Asbestos Notification	26
Communicable and Infectious Diseases	27
Documentation of Accidents/Incidents	27
Hawk-I Insurance for Children	28
Illness	28
Immunizations and Physical Examinations	30
Insect Repellant	31
Sunscreen	31
School Nurse/Student Illness and Injury at School	32
Tooth-Brushing	32

Treat Policy	33
Wellness Policy	33
Child Abuse Reporting	34
<b>Appendix</b>	36
Medication Permission Form, Item A	37
Student Permission Form, Item B	39
Minor Behavior Note, Item C	41
Major Behavior Note, Item D	42
UC ELC Decision Making Chart, Item E	43

## **Introduction**

### **Philosophy**

The goal of the United Community Early Learning Center (ELC) is to provide a high quality, developmentally appropriate early learning program for students.

The objectives of the United Community ELC are to:

- Help students construct understandings through active interactions with adults, peers, materials, and events.
- Provide learning opportunities that build on prior understandings and experiences.  
Provide integrated learning opportunities in the areas of physical & social-emotional development, self-regulation, language, literacy, mathematics, science, social studies and creative arts.
- Successfully educate and transition UC ELC students and families to the United Community school district as kindergarten students.

## **Curriculum**

Children need activities for physical, social-emotional, and academic development. The United Community ELC follows the Iowa Department of Education 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.

### **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

### **Equal Educational Opportunity (Code 102)**

The Board will not discriminate in its educational activities on the basis of race, color, national origin, religion, sex, disability, sexual orientation, gender identity or marital status.

The Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance and equal opportunity.

The Board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

### **Notice of Nondiscrimination**

The District does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

Any person inquiring about or seeking assistance with the District's compliance with equity regulations may contact Tim Salmon, Superintendent, who has been designated as the coordinator of the District's efforts to comply with these regulations. [tsalmon@united.k12.ia.us](mailto:tsalmon@united.k12.ia.us) | UCSD | 1284 U Ave, Boone, IA 50036 | 515-432-5319.

Complaints can also be directed to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319-1004, (515) 281-4121, or Region VII Office for Civil Rights, Citigroup Center 500 W. Madison Street, Suite 1475 Chicago, IL 60661-4544.

### **Open Door Policy**

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.

## **Student Enrollment**

### **Entrance Requirements**

*Students who are entering preschool must meet the following requirements prior to admittance:*

- 3 Year Old Preschool – Must be at least 3 years of age on or before September 15th. Students will not be allowed to start preschool until she/he has turned 3 years of age.
- 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.
- 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.
- Provide sunscreen/insect repellent permission.
- Students should have completed toilet training prior to beginning the program.

### **Requirement Before the First Day of School**

No student will be allowed to attend preschool until all of their enrollment and health paperwork is completed and on file.

### **Enrollment Fee**

A \$75 non-refundable enrollment fee is required for each student enrolled. This must be paid within 3 working days of verbally accepting a preschool opening, or the vacancy may be offered to another child.



## **Termination/Discharge Policy**

Preschool services may be terminated by United Community in the following circumstances:

1. Nonpayment of fees – (see Tuition Policy/Contract)
2. The student exhibits consistent behavior that is detrimental to the general well being of the students and staff at the preschool, continuing after a behavioral intervention was in place and utilized. An office discipline referral will be filled out and a copy will be sent to the parent. (Appendix – Items C and D)

*Detrimental behavior is defined as:*

- Hitting
- Kicking
- Abusive language
- Excessive repetitive antagonizing behavior toward other children
- Biting
- Sexually inappropriate behavior
- Damaging property
- Any other behavior defined by staff as detrimental to the preschool environment

3. Communicable and Infectious Diseases –(see Communicable and Infectious Diseases under Health Policies)

4. Preschool patrons not meeting state licensing requirements.

a. Certificate of immunization must be kept on file in the nurse's office.

b. A yearly physical must be completed and placed in the child's health file.

*The following procedure will be used to determine the status of care:*

a. For new preschool patrons, termination may occur if the above forms are not returned to the School Nurse by the 15th of the month following the first full month of preschool.

5. Non-compliance with preschool policies.

*The following procedure will be used to determine the status of care:*

a. Preschool staff will record and assess number of times policy is broken.

b. First non-compliance of policy – a copy of related policy will be given to the parent with specific policy area highlighted.

c. One additional non-compliance warning will be given in writing.

d. The third non-compliance of any policy within a six-month period of time will result in the school giving the preschool patron a two-week (10 working days) notice of termination.

### **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.

Please check only one:

	Options	Time	Price
A	All Day Preschool (M, T, W, Th, F) 3 year olds (families must deposit money into student meal account, send cold lunch or apply for free/reduced price meals)	8:00 a.m. – 3:10 p.m.	\$465.00/month
B	All Day Preschool (M, T, W, Th, F) 4 year olds (families must deposit money into student meal account)	8:00 a.m. – 3:10 p.m.	\$235.00/month

	send cold lunch or apply for free/reduced price meals)		
C	AM Preschool (M, T, W, Th, F) 3 year olds	8:00 a.m. – 11:00 a.m.	\$245.00/month
D	AM Preschool (M, T, W, Th, F) 4 year olds	8:00 a.m. – 11:00 a.m.	\$0.00/month

***\*must be 3 or 4 years of age on or before September 15, 2018***

- Full day preschool price includes: milk and snacks. Half day preschool price includes: milk and morning snack.
- A \$75 non-refundable enrollment fee is required to hold your spot.

### **Preschool Age Add-On Options for Childcare**

Please check only one:

	Options	Hours	Price
1	Before school care for preschoolers (families must deposit money into student meal account for breakfast, or apply for free/reduced price meals)	6:45 a.m. – 8:00 a.m.	\$75.00/month
2	After school care for preschoolers	3:10 p.m. – 6:00 p.m. (or early dismissal time)	\$100.00/month
3	Before and After school care for preschoolers* (families must deposit money into student meal account for breakfast, or apply for free/reduced price meals)	6:45 a.m. – 8:00 a.m.  3:10 p.m. – 6:00 p.m. (or early dismissal time)	\$150.00/month

**\*Guarantees a spot in childcare on in-service days.**

Preschool age children enrolled in both before and after school childcare full-time (Option 3), are guaranteed a space in childcare for any non-school/in-service days during the school year (except holidays and spring break).

Preschool age children in Option 1 or 2 are not considered full time.

Sibling Discounts are available (10% discount on the additional child). The discount only applies to full time (all day, 5 days a week) enrollment.

### **Tuition Assistance/Scholarship**

Families meeting income and need requirements as determined by the Department of Human Services may be eligible for childcare assistance. The BooSt Together for Children ECI Area Board may also have scholarships available for families in need. Please contact the preschool director for further information/application if you live in Boone or Story County.

### **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 sent via email to families unless a paper bill is requested from the office.

Payment may be sent with your student, paid on-line, mailed to the school or you may drop off your payment at the office. "Payschools" is an on-line payment option that will allow families to pay for tuition, meals, and other school fees on-line. It can be accessed through a link on the United Community web page [www.unitedcomets.org](http://www.unitedcomets.org). Click on Payschools and follow the prompts.

### **Late Payment**

If payment in full is not made by the 1st day of the following month, UC ELC will add a \$10.00 late fee. 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 Our preschool hours are from 8:00-11:00 a.m. (half-day students) and from 8:00 a.m. to 3:10 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)*

Additional information about attendance policies can be viewed on the United Community School web page, [www.unitedcomets.org](http://www.unitedcomets.org)

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 and punctually, students will develop habits of punctuality, respect, self discipline, and responsibility that will assist in keeping disruption of the educational environment to a minimum. Irregular attendance or tardiness by students not only impedes their own learning but also interferes with the progress and attitude of those students who attend promptly and regularly.

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. If advance notification is not possible, parents must notify the school on the day of the absence prior to 9:00 a.m. The United Office phone number is 515-432-5319 ext. 2. Please email at [kkeigley@united.k12.ia.us](mailto:kkeigley@united.k12.ia.us). If notification is not received, the office will attempt to contact the parents. If unable to make contact, the parent is asked to send a note stating the date absent, the reason for the absence, and the parent's signature.

**The school determines whether an absence is excused or unexcused.** Excused absences include, but are not limited to illness, family emergencies, recognized religious observances, and school-sponsored or approved activities. Unexcused absences shall include, but not be limited to day of absence with no notification from the parent, either by note, email or by phone. Students are expected to be at school and in class on time.

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 students 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 on the Pick Up Permission Form unless the parent has made special arrangements with the preschool staff or office.

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day must be an excused absence. Only in extraordinary circumstances may this rule be waived by the superintendent/principal. Parents who know their student is going to be absent prior to an absence need to notify the preschool staff or office to see if there is any schoolwork to be made up.

### **Attendance Notification**

After 10-13 absences, an Awareness Letter will be mailed to the parents to inform them of a potential problem which may be developing due to the number of days the student has been absent and/or tardy.

After 13-18 absences, a second letter and/or a Level One hearing and/or a parent contact will be held with the parents, superintendent/principal and other appropriate staff members.

After 18 absences, a third awareness letter and/or a Level Two hearing will be required involving the administrator, student(s), the parent and/or guardian.

If the student continues to be absent beyond the Level Two hearing, the superintendent/principal will notify the County Attorney regarding the non-compliance of

Iowa Code 299.1. If not applicable, then appropriate steps and alternatives may be implemented.

### **Guidelines for Attendance**

- Student will be marked tardy if arrival time is between 8:00-9:00 a.m.
- Student will be marked ½ day absent for the morning if arrival at school is during 9:00-11:30 a.m.
- Student will be marked ½ day absent for the afternoon if student leaves school at anytime between 11:30 a.m.-2:10 p.m.
- Student spending more than ½ of the morning or afternoon in the nurse's office will be marked absent from school for that half day.

### **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. Excessive tardiness, as determined by the superintendent/principal, may result in a make-up work time.

#### **\*Please note:**

- **Preschool classrooms will open for students at 7:50 a.m.**
- **Students arriving before 7:50 a.m. must go to the playground unless signed up for before school childcare.**
- **Playground will open for all students at 7:20 a.m. Students are not allowed on school playgrounds before 7:20. Supervisors are not on duty until 7:20 a.m.**
- **If arriving before 7:50 a.m., parents are expected to walk their children to the playground and check in with a preschool staff member so that staff know of all children on the playground.**
- **Preschool attendance is taken at 8:00 a.m. Students arriving after 8:00 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, 13 UC ELC 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 14 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. Students must treat employees, chaperones and guides with respect and courtesy. 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. Students will only be allowed to go home with chaperoning parent/guardian as long as the parent/guardian signs the student out with the teacher.

When UC ELC has a half day preschool room, students enrolled in this room 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 3:10 p.m. (or standard dismissal time) for the ease of families.

When UC ELC half day students are enrolled in classrooms in which some students are in attendance all day, they may attend for a full day, at no extra charge, for all field trips if they extend past the ½ day time and stay until standard dismissal.

### **Classroom Parties**

UC ELC has three classroom parties a year in October, December, and February. When UC ELC has a half day preschool room, all party activities will take place during normal school hours for those students. When UC ELC half day students that are enrolled in classrooms that are all day, classroom parties will occur in the afternoon and students are invited to stay at no extra charge.

### **Birthday Celebrations**

Each classroom at UC ELC will uniquely celebrate student birthdays in the classroom. Due to the wellness policy, we are not permitted to bring in edible treats for sharing. Below are some guidelines to bringing in items that are not edible to celebrate student birthdays.

Examples of non-food items are (but not limited to):

Stickers	Books
Pencils	Bookmarks
Erasers	Markers
Pens	Small Trinkets

### **Private Party Invitations**

Invitations to parties/events are not to be delivered/distributed at school. Parent/Guardians are asked to mail or contact the parents of students. School secretaries are able to distribute family addresses upon parent request.

### **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 Blackboard Connect 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 will also inform local radio and 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 10:00 a.m. (or 8:45 a.m. if enrolled in before school childcare.)

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 inform your student and staff what they should do if an emergency closing should occur. Also, send a note 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 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. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting.

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; no short shorts; no flip-flops (*sandals must have a strap on the back for safety*); no shoes with retractable wheels. Acceptable appearance includes the proper selection and wearing of clothing as well as good personal

grooming. Hats and other head coverings are not to be worn in the buildings unless prior approval is given. 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.*
- A safety harness deposit of \$75.00 will be required (refundable upon return of the harness).
- **NO PRESCHOOL STUDENT WILL BE ALLOWED TO RIDE THE BUS WITHOUT A SAFETY HARNESS.**
- 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 day, please contact the transportation department at (515) 432-5319 ext. 3 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, coach, 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
- Detention
- 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.

Rules and expectations:

- Sharing of food is not allowed.
- Assigned seating may be used.
- Soda and energy drinks are not allowed in the lunchroom at any time.
- Candy is strongly discouraged in lunches brought from home.
- Special seating will be arranged for students with certain food allergies.
- Table manners are encouraged.

*Students are expected to:*

- Use appropriate language and volume.
- Listen to adults.
- Keep hands and feet to self.
- Clean up after themselves.
- Keep the lunchroom clean.
- Ask adult permission to leave the lunchroom.

**Note:** Adults visiting during lunch are encouraged to follow the same rules and expectations as the students.

### **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 snack/drink that includes 2 food groups and drink. Drinks for snack will be either juice, milk, or water with water being a constant offer.

### **Communication Tools**

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

### **Student Conduct and Behavior**

#### **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 call the student's parents that same day informing them of the biting. In general, 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, you can count on us to assess and handle the situation appropriately so it will end as quickly as possible. We want the best for all students in our care.

### **UC ELC Preschool Expectations/Discipline Policy**

UC ELC follows the same PBIS rules as the school age children. (see PBIS expectations on the following page.)

We are Respectful -

We are Responsible -

We are Safe -

We are United -

Be Your Best!

*These expectations are upheld across all school settings and students are taught and re-taught the expectations throughout the school year.*

- Students are expected to handle materials respectfully, responsibly, and safely at all times.
- Students are expected to walk and maintain safe traveling skills in the school building.
- Students are expected to complete work tasks as assigned to the best of their ability at all times.
- Students are expected to attempt all activities and tasks asked of them throughout the day in the goal of building independence. UC ELC promotes and strives to help students gain independence in daily tasks.
- Students are assigned a personal cubby space to keep their belongings. Students are to keep their cubbie areas clean and all personal items need to fit into the cubby space.

**Consequences of not following these expectations are:**

- Intervention shall be 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. A copy of the ODR will be mailed or sent home. 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.



## **Positive Behavior Interventions & Supports (PBIS)**

At United Community Schools we are working hard to implement Positive Behavior Interventions & Supports. It is a systems approach to improving behavior. The intent of the program is to provide a positive learning environment for all students. The teachers and staff will be using a preventative discipline method. The goal is to create a positive school climate by teaching students to, "Be Respectful, Be Responsible, and Be Safe". Our program is a strong, proactive/positive approach to discipline that emphasizes care and nurturing for all students founded on the principles of defining expectations, positive interactions, modeling, and a high degree of staff involvement.

While in preschool, students will follow these expectations for all areas.

*Below is an explanation of student expectations for the different areas:*

<b>Expectation</b>	<b>Bus</b>	<b>Lunchroom</b>	<b>Playground</b>	<b>Bathroom</b>	<b>Hallway</b>	<b>Assemblies</b>	<b>Arrival/Dismissal</b>
<b>Voice Levels</b>	<b>Levels: 1-2</b>	<b>Levels: 0-2</b>	<b>Levels: 3-4</b>	<b>Levels: 0-1</b>	<b>Levels: 0-1</b>	<b>Levels: 0-3</b>	<b>Levels: 0-3</b>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>*Self to self</li> <li>*Follow the rules</li> <li>*Respect people and property</li> <li>*Use appropriate language and volume</li> </ul>	<ul style="list-style-type: none"> <li>*Use table manners</li> <li>*Use appropriate language and volume</li> <li>*Listen to adults</li> <li>*Self to self</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate language</li> <li>*Follow game rules</li> <li>*Self to self</li> <li>*Take care of equipment</li> <li>*Line up immediately when signaled</li> <li>*Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>*Honor privacy</li> <li>*Help keep bathroom clean</li> <li>*Conserve supplies</li> <li>*Self to self</li> </ul>	<ul style="list-style-type: none"> <li>*Self to self</li> <li>*Use appropriate language and volume</li> <li>*Greet others appropriately</li> <li>*Close lockers quietly</li> <li>*Walk</li> </ul>	<ul style="list-style-type: none"> <li>*Look and listen to presenter</li> <li>*Use level zero voice when someone is speaking</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate language</li> <li>*Self to self</li> <li>*Line up immediately when directed by an adult</li> <li>*Take care of equipment</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>*Follow the rules</li> <li>*Be ready</li> <li>*Listen to adults</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up after yourself</li> <li>*Keep lunchroom clean</li> <li>*Ask adult permission to leave the lunchroom</li> </ul>	<ul style="list-style-type: none"> <li>*Follow game rules</li> <li>*Self to self</li> <li>*Put equipment in the tubs</li> <li>*Line up immediately at the end of recess</li> <li>*Share equipment</li> </ul>	<ul style="list-style-type: none"> <li>*Conserve supplies</li> <li>*Use bathroom at appropriate times</li> <li>*Help keep bathroom clean &amp; flush</li> <li>*Report problems</li> </ul>	<ul style="list-style-type: none"> <li>*Keep locker neat and orderly</li> <li>*Move quietly to and from your destination</li> </ul>	<ul style="list-style-type: none"> <li>*Pay attention</li> <li>*Self to self</li> <li>*Remain seated and quiet during performance</li> </ul>	<ul style="list-style-type: none"> <li>*Bring in equipment</li> <li>*Line up immediately when directed by an adult</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>*Report problems to driver</li> <li>*Listen to adult</li> <li>*Stay sitting in your seat</li> <li>*Use appropriate language and volume</li> <li>*Follow the rules</li> </ul>	<ul style="list-style-type: none"> <li>*Eat your own food</li> <li>*Keep lunchroom clean</li> <li>*Use appropriate language and volume</li> <li>*Ask permission to leave the lunchroom</li> </ul>	<ul style="list-style-type: none"> <li>*Ask adult permission to leave</li> <li>*Follow game rules</li> <li>*Self to self</li> <li>*Stay on the playground</li> <li>*Stay in boundaries</li> </ul>	<ul style="list-style-type: none"> <li>*Help keep bathroom clean</li> <li>*Report problems</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> </ul>	<ul style="list-style-type: none"> <li>*Self to self</li> <li>*Keep aisle clear</li> <li>*Stay with your class</li> </ul>	<ul style="list-style-type: none"> <li>*Ask adult permission to enter and exit building</li> <li>*Self to self</li> <li>*Stay in assigned area</li> </ul>

## **Student Health and Well-Being**

### **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 provide written instructions for administration of the medication as well as the authorization to administer the medication. The written instructions will include the name of medication, dosage, time medication is to be given, reason for medication, route of administration and length of

time it is to be given. 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)

### **Asbestos Notification**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral mined primarily in Canada, South Africa and Russia. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

In compliance with the Asbestos Hazard Emergency Response Act of 1986, our school district has taken steps to ensure our students and employees have a healthy and safe environment in which to learn or work. In conforming with that legislation, a management plan containing all past, present, and future asbestos activity is located at the business office of United Community School District, 1284 U Avenue, Boone, IA 50036. Persons wishing to review this plan may contact the board secretary at United

Community School District, 1284 U Avenue, Boone, UC ELC staff member.IA 50036 or phone (515) 432- 5319.

### **Communicable and Infectious Diseases** *(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 shall 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.

### **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](http://www.hawk-i.org) for more information.

### **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
- headache
- 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 children 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. Email communication about these concerns is preferred.

## **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 a 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.

## **Tooth-brushing**

UC ELC believes in the importance of good oral care. Students that attend all day will brush their teeth once during the hours they are in school, typically after lunch.

*Good oral hygiene practices will be accomplished in the following ways:*

- Students will be given a size-appropriate toothbrush and a ½ pea (or less) sized dab of fluoride toothpaste, to be provided by the program.
- Students will be supervised during brushing. The staff will model the correct techniques for the group and monitor effectiveness of the child's technique.
- We will be dry brushing at a table or in a circle, with no water or sink necessary. This technique has the approval of the American Dental Association (ADA). Children's teeth will not be harmed by the very small amount of fluoride in the toothpaste, and swallowing the toothpaste is not harmful.
- Parent/guardian must sign a consent form allowing their child to participate in the daily tooth-brushing activity. (*Appendix – Item B*)

### **Treat Policy**

In the interest of providing a healthier school environment for our students, the following guidelines will be followed. **Outside food and drink items will not be allowed for birthdays, classroom parties, or as a classroom reward.** Your students may bring a non-food item for their birthday to share with the class.

Examples of non-food items are (but not limited to):

Stickers	Books
Pencils	Bookmarks
Erasers	Markers
Pens	Small Trinkets

### **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.

#### **Child Abuse Reporting** *(District Code 402.2)*

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 encouraged, and licensed 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.

# 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:** \_\_\_\_\_

(Item C)

**United Minor Behavior Note**  
***We will be Respectful, Responsible and Safe***

Student _____		Date _____	Time of Incident _____	
Referred by _____		Area where problem occurred (circle):		
Minor 1 2 (circle one)		Classroom	Hallway	Restroom
		Bus	Bus Line	Other: _____
Problem Behavior ( <i>circle all that apply</i> ):		Talking/Noises	Running	Off Task
		Disrespect/Teasing/Put Down	Incomplete Work	Self to Self
I did not follow the expectations of our school by:				
_____				
_____				
Thank you for discussing this situation with me at home.				
_____ Student Signature		_____ Teacher Signature		_____ Parent Signature
Copies: School Office (White)		Teacher (Yellow)	Parent sign and return to school (Pink)	Parent Keeps (Goldenrod)

(Item D)

## United Major Office Referral

***We are Respectful, We are Responsible, We are Safe: We are United!!!***

Part 1 – Filled out by referring Staff Member

Student _____	Grade/Classroom _____	Date _____
Time of incident _____ Referred by _____		
Circle the common area where problem occurred: Classroom      Hallway      Bathroom      Lunchroom Playground/Recess      Arrival/Dismissal      Other: _____		
Problem Behavior (circle all that apply): Physical Aggression      Bullying / Harassment      Disrespect      Noncompliance Inappropriate Behavior      Inappropriate Language      Teasing      Threat      Weapon      Minor 3      Other: _____		
This student did not follow the expectations of our school by:  _____  _____  _____		
Consequence(s): Verbal Warning      Expected Behavior Instruction      Loss of Recess _M_T_W_TH_F      Verbal/Written Apology Home Contact      Referral to School Counselor      Removal From Class (Length of time _____) In-School-Suspension (Length of time _____)      Out-of-School Suspension (Length of time _____) Detention ___ 1/2 hour ___ 1 hour      Parent/Guardian Meeting Scheduled _____		
Administrator Comments:  _____  _____  _____		
In order to do my personal best, next time I will try to:  _____  _____  _____		
This issue has been discussed with your child. We are sending this home to keep you informed of your child's behavior at school. Please sign and return with your child on the next school day.  _____  _____		
Student	Administrator	Parent/Guardian
Copies: School Office (White)	Teacher (Yellow)	Parent needs to sign and return to school (Pink)      Parent keeps (Goldenrod)

**UC ELC PBIS Decision Making Chart**  
**PBIS Decision Making Chart**

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

4-6 check marks indicated major form is to be completed and this form attached.

1-3 check marks indicated minor is to be completed.

<b>Safe Major</b>	Yes
Has the behavior expectation been taught?	
Has it been taught 1:1?	
Is the child able to communicate needs/wants?	
Did the child physically initiate the situation?	
Was the action/reaction beyond developmental expectation?	
Have similar instances occurred recently?	

<b>Respectful Major</b>	Yes
Has the behavior expectation been taught?	
Has it been taught 1:1?	
Is the child able to communicate needs/wants?	
Did the child use inappropriate tone and/or body language?	
Was the child indifferent (not-empathetic) to the situation?	
Was the action/reaction beyond developmental expectation?	
Have similar instances occurred recently?	

<b>Responsible Major</b>	Yes
Has the behavior expectation been taught?	
Has it been taught 1:1?	
Is the child able to communicate needs/wants?	
Was the action intentional?	
Was the action/reaction beyond developmental expectation?	
Have similar instances occurred recently?	