



## Family Handbook 2025-2026



Welcome to the College Community Early Learning (ECC & Pre-K). We are delighted that you have chosen our early learning center. Our staff is committed to creating a “home away from home” environment by providing each child the safety, security, and love she/he needs to feel comfortable and confident as she/he learns, develops, and grows. You are invaluable to us and we thank you for being an important member of our “Early Childhood Family”.

The following Family Handbook is designed to help us work together with a common set of guidelines, policies & practices.

**It is your responsibility to review the parent handbook.**

If you have any questions regarding the handbooks, or about the policies & procedures at ECC, please ask the Early Childhood Principal or Assistant Director for clarification.

ECC is a PBIS Dedicated Early Education Program where we teach our staff to be positive role models for our children.

Our Early Childhood Expectations are:  
Bee.....Safe Bee.....Respectful Bee.....Responsible Bee.....A TEAM!



Handbook is Updated Annually  
Date of Last Update: July, 2025

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## About Our Program

### Programs

ECC strives to meet the needs of our community by offering a variety of quality programs, which include; full-day childcare, part day preschool, before and after school care, and summer camp. Programming is available at all elementary buildings, the ECC building, Creek and Cedar Valley Townhomes:

- Crest: Pre K, Wrap-Around, School Age
- View: Pre K, Wrap-Around, School Age
- Heights: Pre-K, Wrap-Around, School Age
- Hill: Pre K, Wrap-Around, School Age
- Ridge: Pre K, Wrap-Around, School Age
- CVT (Cedar Valley Townhomes) Prairie Hawks Preschool and Daycare
- Creek: School Age
- ECC: Infant, Toddler, 3-year-old, Wrap-Around, SWVP Preschool, Shared Visions, Head Start (SWVP = Statewide Voluntary Preschool for 4 yr. old students) • \*\*On Inclement weather and professional development days as well as winter and spring break all Infant – 4-year-old programming will be housed at the ECC building; all School Age programming will be at Prairie Hill.

Prairie Little Hawks	Infant A-B Classroom	Children Ages 6 wks-2 years
Prairie Little Hawks	Toddler Classroom	Children ages 18 mo-2 years
Prairie Little Hawks	3-Year-Old-Classroom	Children must be 3 by September 15, 2025
Prairie Wrap-Around	Wrap-Around programming for Preschool Students available in same building as child's designated preschool.	Children must be 4 by September 15, 2025 A-K wrap-around available at Prairie Hill
Prairie Hawks Pre School	Statewide Voluntary Preschool for 4 year Old children	Children must be 4 by September 15, 2025
Prairie School Age	Available in all Elementary Schools and Prairie Creek	K-6 <sup>th</sup> grade





We are limited as to the number of children we are able to serve in each program. A waiting list of families desiring to enroll their children in one of our programs has been established. Placement on this list is determined by priority status and date of application. For wait list information please direct all inquiries to the ECC Administrative Assistant.

**Mission-***Who are we?*

Guided by high expectations, partnerships with our schools and families, and extensive knowledge of child development, Early Learning Staff provide a broad range of educational opportunities that enable students to enter Elementary School with the skills necessary to ensure quality learning today for tomorrow.

**Vision-***What are we here to accomplish?*

Success for All

**Philosophy & Core Values-***How will we accomplish our goals?*

We believe that each child is a unique individual with the ability to succeed to his/her greatest potential. ECC strives to meet each child's individual needs by:

- Utilizing developmentally appropriate practices that match the way each child develops and learns in all content areas.
- Maintaining consistent staff in classrooms that are well educated and experienced in child development practices.
- Developing lessons that align with assessment data and learning objectives.
- Creating settings in which children will find comfort and gentleness, as well as an abundance of opportunities that support learning and self-guided exploration.
- Respecting each student and assisting families in understanding the development stage of their child, and enabling them to contribute to the educational opportunities of their student.

## School Improvement Plan

Our Early Learning Programs are always looking for new ways to better meet the needs of the students and families it serves. To do this, each year a School Improvement Plan is developed. A copy of this plan, along with related benchmarks and standards are available in the ECC Office and teacher workroom for review.

## Accreditation

Accreditation is an activity, not a status. The benefits of accreditation are the external mark of quality, high standards, process improvements, and support. All ECC programs have undergone a rigorous accreditation process through the National Association for the Education of Young Children (NAEYC). NAEYC administers the largest and most widely recognized accreditation system for early childhood programs. Early childhood programs accredited by NAEYC have voluntarily undergone a comprehensive process of internal self-study and improvement. Each NAEYC accredited program must meet all 10 of the NAEYC Early Childhood Program Standards:

- Promote positive relationships for all children and adults
- Implement a curriculum that fosters all areas of child development
- Use developmentally appropriate, and linguistically appropriate and effective teaching practices
- Provide ongoing assessment of child progress
- Promote the nutrition and health of children and staff
- Employ and support qualified teaching staff
- Establish and maintain collaborative relationships with families
- Establish and maintain relationships with and use resources of community
- Provide a safe and healthy physical environment
- Implement strong program management policies that result in high quality services



NAEYC Accreditation is valid for 5 years. During that period, the program will make annual reports documenting they remain in compliance with program standards. All programs are subject to unannounced visits by NAEYC, and undergo a re-accreditation visit at the end of the 5-year period.

## Contact Information

ECC Office 401 76th Avenue SW Website: <a href="http://crprairie.org">crprairie.org</a> Cedar Rapids, IA 52404 319-848-5296 Fax 319-848-5288	Administrative Assistant of Database Systems Chase Schulte 319-848-3432 <a href="mailto:chaseschulte@crprairie.org">chaseschulte@crprairie.org</a>
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Early Childhood Principal Kathy Schulte 319-848-5296 ext. 1522 <a href="mailto:kschulte@crprairie.org">kschulte@crprairie.org</a>	Assistant Director Erin Hill 319-848-5296 ext. 1521 <a href="mailto:erinhill@crprairie.org">erinhill@crprairie.org</a>
ECC Billing Specialist Amanda Schutte 319-848-5330 <a href="mailto:aschutte@crprairie.org">aschutte@crprairie.org</a>	School Age Coordinator Whitney Hinrichs 319-848-5296 <a href="mailto:Whinrichs@crprairie.org">Whinrichs@crprairie.org</a>
Administrative Assistant/Enrollment Specialist Jenna Langhurst 319-848-5296 ext. 1520 <a href="mailto:jennalanghurst@crprairie.org">jennalanghurst@crprairie.org</a>	Preschool Instructional Coach Alaina Daters 319-848-5296 <a href="mailto:adaters@crprairie.org">adaters@crprairie.org</a>

### Individual School Contact Information:

- Prairie Crest: 319-848-5283
- Prairie Heights: 319-848-5254
- Prairie Hill: 319-848-5327
- Prairie Ridge: 319-848-5103
- Prairie View: 319-848-5255
- Prairie Creek 319-848-5310
- ECC: 319-848-5296
- CVT: 319-200-5456

### Other Numbers

- Administrative Building: 319-848-4019

### Administrative Designees for the ECC Program

On days when there is no Early Childhood Principal in the building and/or in the event that the Early Childhood Principal cannot be reached, the Assistant Director has been appointed as Administrative designee. If neither the Early Childhood Principal nor Assistant Director is available, then the Administrative Assistant has been appointed as Administrative designee.

### School Board

The School Board is the basic governing body of ECC and SWVP Preschool. The staff will be responsible to the Early Childhood Principal. The Principal will be responsible to the Superintendent and Executive Director of Learning Supports.

### Department of Human Services (DHS)

The Department of Human Services (DHS) licenses the ECC. All of our programs meet the licensing requirements as outlined by DHS. Staffing for the center meets the licensing requirements related to the age, education, and adult/child ratio. Staff members are selected based on their qualifications; skills and concern for the health,



safety, and development of young children. Our staff is provided with regular and ongoing training in child development, First Aid, and CPR.

### **Family Advisory Board**

Family Advisory Board/PBIS Leadership meetings are open to all parents and are advertised through newsletters, email, social media, and in the facilities. Through this board families have the opportunity to provide input on programming and policy changes. Minutes for the meetings are shared on the ECC website and sent to parents. Families are also encouraged to participate in volunteer opportunities, and to provide feedback through program surveys.

## **Curriculum**

The most important goal: to help children become lifelong learners. This means encouraging children to be self-guided learners who are not afraid to try out their ideas and to think their own thoughts. We're teaching them how to learn, not just in the early childhood years, but also all through their lives. We're allowing them to learn at their own pace and in the ways that are best for them. We're giving them good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

### **Our curriculum identifies goals in all areas of development:**

- Social: To help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of the group.
- Emotional: To help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- Cognitive: To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- Physical: To help children increase their large and small motor skills and feel confident about what their bodies can do.

### **Teacher's Role:**

Qualified, dedicated teachers are essential to the development of a quality program that promotes the individual development and success of each child. Knowing how children develop is the foundation for every teacher. Building meaningful relationships with children and families is the key to that knowledge. Careful observations and ongoing assessments will further the teachers' knowledge about each child's learning style and present level of development. Teachers use this information to create an environment that includes a balance of both child initiated learning and teacher directed learning. As teachers engage with children throughout the day, they are able to determine the degree of their involvement.

**Parent's Role:**

We acknowledge and value that parents are their child's first teacher. Establishing a partnership with the child's teacher/center is imperative to the success of the child. This can be accomplished through ongoing communication with the center and the child's teachers, as well as frequent participation in the child's program. If you have a unique talent, skill, and/or special area of interest you would like to share, please let your child's teacher know.

*Each program/classroom establishes and follows a consistent, yet flexible, daily routine based on developmentally appropriate practices and the individual needs of each child in the group. Daily schedules and weekly lesson plans are visibly posted in each classroom. Please take the opportunity to become familiar with your child's routines and activities and discuss your child's experiences with him or her daily.*

**Iowa Early Learning Standards**

The Iowa Early Learning Standards (IELS) are descriptions of the knowledge, behaviors, and skills that children from birth through age five may demonstrate; and they provide a strong developmental foundation that aligns with the Iowa Core (K-12).

**Creative Curriculum**

Creative Curriculum (Infants, Toddlers, Pre-k) is a Department of Education endorsed early childhood teaching framework. Creative Curriculum is based on the accepted theories of child development and supports our philosophy that children learn best through active learning.

Our environment is designed to facilitate maximum learning and includes a wide variety of activities that promote literacy, language, cognitive, the Arts, scientific thinking, fine motor, gross motor, and social, and emotional development. Children are able to select activities and materials that interest them and allow them to be actively involved.

Teachers work with the individual child to promote development in all areas. Knowledge of child development, interactions, and observations allow teachers to gather information about each child's temperament, interest, emerging capabilities, and preferred learning style to meet the needs of every child and plan appropriate environments and activities. Weekly plans are posted on the parent board in each classroom.

**Everyday Math (Pre K/ECC)**

A comprehensive Pre K mathematics program engineered for the Common Core State Standards. Developed by The University of Chicago, School of Mathematics Project, the Everyday Mathematics spiral curriculum continually reinforces abstract math concepts through concrete real-world applications.

**Second Step (Pre K/ECC)**

A program designed to promote social competences and reduce social and emotional problems

by teaching children skills in the core areas of empathy, emotion management (impulse control, emotional regulation, anger management), and problem solving. The goal is to promote a caring classroom community but also to foster children's lifelong learning to become healthy, responsible, and productive members of society.

### **Jolly Phonics & Heggerty Phonemic Awareness (Pre-k/ECC)**

A fun and child centered approach to teaching literacy through synthetic phonics. With actions for each of the letter sounds, the multi-sensory method is very motivating for children and teachers, who can see their students achieve.

### **Positive Behavior Intervention Supports**

The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. PBIS schools apply disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and supports to improve school climate for all students.

## **School Age Curriculum**

**Before and After School Age** programs utilize the following curriculums:

### **Right After School**

Takes students on a journey through critical thinking, teamwork, and child-inspired projects, while promoting self-awareness, identity development, leadership skills, and a joy for learning that will last a lifetime. Through Right After School's multi-sensory, multi-intelligence activities, students will engage with math and science, reading and writing, nature and outdoor learning, creative arts, composition and design, history, commerce, fitness, active play and community service. <https://www.ssw.com/right-after-school/>

### **Spark**

SPARK After School curriculum is designed to address activities outside the school day. Each is researched-backed with effective, specific tools and lesson plans for instructors that address the learning for ages 5 to 14 in a "beyond the school day" environment. <https://sparkpe.org/curriculum/spark-curriculum-after-school-curriculum/>

**Summer Camp Program** utilizes the following curriculum:

### **Mind Works**

Mind Works specializes in literacy and learning styles of children. It utilizes hands-on,

interactive materials that engage students in multi sensory learning experiences.  
<http://www.mindworksresources.com/about us>

### **Infant, Toddler, Preschool Assessment Methods**

Teachers are trained in both formal and informal assessment methods. Familiar adults/classroom teachers, and support staff will assess children in a quiet area free of distractions. Preschool staff members receive ongoing training using various assessment tools, best practices gathering data, and are given instruction on how to use the results to guide their programming. This leads to activities planned for each child at his/her own level and pace. Each tool uses specific methods to assess your child, and the teachers know the purpose of each tool and how best to administer it. Assessment tools include but are not limited to observations, anecdotal records, checklists, photos, videos, and work samples such as drawing or writing. Teaching staff take into consideration how long they have known your child, how your child relates to others in a group, and look at how your child develops over a broad range of skills and situations.

Please feel free to ask your child's teacher for more specific information about any assessment instrument used.

Assessment tools include but are not limited to observations, anecdotal records, checklists, photos, videos, and work samples such as drawing or writing. Teachers will share assessment information with families via conferences and/or home visits. Assessment information will be utilized when making overall programmatic decisions, planning curriculum, implementing teaching strategies, identifying children's interests and needs, and may be used for referral in diagnostic assessments when warranted. Confidentiality policies will be followed when handling student's assessment data.

See Board Policy [506.01: Student Records Access](#) for specific details.

### **Teaching Strategies GOLD**

Gold focuses on 38 research-based objectives for development and learning. Gold allows teachers to collect evidence through observation, portfolios, partnering with parents, and interaction to identify where a child is in their development and where they are going. Teachers are able to individualize learning for the children in their care and use this information to plan an environment and activities to help in the development of the whole child. All student data will be entered on to Gold online in the fall, winter, and spring. Staff engage in online training for Gold and Interrater Reliability.

### **Ages & Stages Questionnaires®**

Social-Emotional, Second Edition (ASQ®:SE-2) – and/or e-Decca to be completed in the fall is a parent-completed assessment that focuses solely on social-emotional development in young

children.

## **IGDI**

Is a literacy and math screener. Preschool teachers and support staff trained in IGDI administration will complete the IGDI's assessment in the fall, winter, and spring to children entering kindergarten the following year. Teachers are trained annually in a face-to-face setting.

## **ASQ**

Staff and families have the option of utilizing the ASQ 3 - The Ages & Stages Questionnaires® (ASQ). The ASQ is a questionnaire designed to help parents check their child's development. Parents can use the results of the ASQ to help talk with pediatricians, teachers or other professionals if they have concerns about their child's development.

## **Outside Screenings**

In addition to the tools listed above, developmental and health screenings are conducted as needed by outside agencies such as Grant Wood AEA and the Lions' Club. Parental permission is requested prior to all screenings. Scheduled dates and times for screenings will be distributed to parents in advance of the screening. Parents as well as teaching staff will have access to the results of the screening

## **Conferences/Home Visits:**

In addition to the Open House held prior to the start of the school year Preschool teachers will schedule an orientation home visit with families prior to the start of school. The teacher will ask you questions about your child, your family's needs, and your goals for your child so that you both can work together in best meeting your child's needs. During the home visit the teacher will work with the family to set goals for their child. This document will be reviewed at each parent teacher conference.

Parent-teacher conferences are scheduled twice each year for all families. Sign-up sheets for specific times will be posted in each classroom and/or on-line so families can choose the time that is most convenient for them. All parents are encouraged to take advantage of this opportunity to discuss their child's development with their primary teacher. Teachers and parents will also work on developing shared individual goals for children during the conference time. Additional conferences and/or home visits can be scheduled on an as needed basis at the request of parents.

College Community Schools also require anyone deemed legitimately eligible to view a child's assessment and official records to sign a Privacy Act Checkout Record stating their name, position, date, and reason for viewing the file. Parents are able to access their child's file at any time and may pay to have a copy of their child's file. District staff responsible for the collection of children's files shall receive training regarding confidentiality of personally identifiable information per school board policy.

A child's screening results and assessment information will be used for teacher instruction planning,



sharing with families, and it could be used for research and state reporting purposes.



# ADMISSION POLICIES & PROCEDURES

## Equal Opportunity

We believe that all children should have an equal opportunity to participate in our programs. Individuals with special needs are accommodated, whenever possible, in compliance with the American with Disabilities Act.

## Family Centered Child Care

Families are the fundamental building block of identity. Through multi sensory learning, children gain a feeling of belonging, a sense of personal history, and a security in knowing who they are and where they come from. A child's family background shapes early experiences. Families hand down beliefs, attitudes, and ways of acting. These rules for living come from one's ethnic, regional, and religious heritage. Although the many families of the world evolve and change over time, each one passes down to its children recognizable and meaningful rules for living.

The following are ways in which Prairie Early Learning provides family entered childcare:

- Provide Consistency-Childcare should be in harmony with what goes on at home. The child will sense the connection between childcare and home and feel secure. .
- Use The Home Language-Using the home language strengthens the connection between home and childcare and supports the child's identity with his or her home language.
- Make Environment Relevant-The environment and materials of the childcare program reflect the children and their families.
- Seek Out Family Information-Staff are not experts in all families, but they make every effort to be knowledgeable of the families they are serving.

## Waiting List Procedure

Admission is on a first come, first served basis for children ages birth to 12 years. Priority is given to College Community School District employees/students, and families with children currently enrolled in our program. Highest priority is given to ECC employees then CCSD employees with children currently enrolled in our program. The Administrative Assistant will notify families when there is an available space in our programs.

- *If you are notified that there is a spot available for your child and you decline that spot, your child's name will go to the bottom of the list and you will lose your priority status.*

All Prairie Hawks Preschool families, regardless of priority status, will be admitted to the program as long as spots are available.

## Enrollment

When you have been notified that there is an available space in our program for your child, you will receive an Enrollment Packet that includes the following forms:

- Enrollment Agreement
- Child/Family/Emergency/Release Information
- Current Physical (birth – 6 years) or Physical Assessment (K – 6<sup>th</sup> grade)
- Health Information
- Current Certificate of Immunization
- Home Language Survey for PS students

*One week prior* to your child's first day of attendance, all forms must be completed and returned to the ECC office. It is vital that our office be immediately informed of any changes in address or contact information.

The center has a non-refundable enrollment deposit fee for each child. Your child's placement in our center is not guaranteed unless the deposit is received by the specified due date on the Enrollment Agreement. Your deposit will be applied towards the first week's tuition.

## Continuity of Care

ECC proudly practices *Continuity of Care* in our classrooms.

## Confidentiality of Files

All information concerning an individual child, including her/his activities at the center is confidential. We do not share information on file with anyone other than the child's parent or guardian and ECC staff without written permission from a parent or guardian. However, we are required to share all child file information with the Department of Human Services Licensing Consultant.

- *If we need to obtain or exchange information from your child's school personnel or Grant Wood AEA, we will ask you to sign an Authorization to Exchange Information for that partner institute.*



**Program Tuition**  
**Effective August 21, 2025**

**\*Prices are subject to change annually.**

Program	Age	Tuition (per child)
<b>Full day Child Development Programs</b> Includes daily snack and breakfast weather related delays/ no school days Parents will set up a Nutrislice account	<b>INFANT</b>	\$245.00 weekly
	<b>2 year old room</b>	\$230.00 weekly
	<b>3 year old room</b>	\$200.00 weekly
<b>Wrap-Around Care Prairie Hawks Preschool &amp; Alternative Kindergarten</b> Includes daily snack and breakfast on weather related delays/ school days Parents will set up a Nutrislice account	Wrap-Around Care for 4 year old preschool program M-F 6:30 am -6:00 pm	\$185.00 weekly
	Summer Care M-F 6:30am-6:00pm (This is a separate program and needs re-enrollment)	\$200.00 weekly
<b>School Age Program K-6</b> Includes daily snack and breakfast on weather related delays/ school days Parents will set up a Nutrislice account	Before AND After school care "No-School" days	\$120.00 weekly \$11.00/day
	Summer camp (This is a separate program and needs re-enrollment)	\$178.00 weekly \$105.00/summer Activity Fee

**Miscellaneous Tuition**

Program	Age	Tuition (per child)
<b>Enrollment Deposit</b>	ALL	Equal to One Week's Tuition Non-Refundable Enrollment deposit will be applied to the child's first week of tuition each year.
<b>Slot reservation</b>	ALL	85% of regular weekly tuition rate per program
<b>Additional fee for students attending programming on Early out/Delay for School age</b>		\$11.00/day for AM Care Enrolled Students \$11.00/day for PM Care Enrolled Students \$5.50/day for AM/PM Care Enrolled Students

## **Tuition**

Tuition shall be paid in advance for care provided. If paying weekly, tuition is due each Monday for the week care is being provided. If families choose to pay bi-weekly, monthly, etc., payment must be made in advance for the weeks/month care is being provided for and this MUST be arranged prior with the Principal in charge of the Early Childhood or Assistant Director. Tuition statements will be emailed weekly to families.

**Tuition is a flat rate per week in ALL ECC programs and will NOT be pro-rated for “No-School” days, nor for days not attended or for any other reason including family vacations. Tuition will start incurring upon the start day of the ECC program.** If you do not start your child when the program begins, you will still be responsible to pay for those weeks. **Start date for 25-26: August 21, 2025.**

### **ECC does NOT offer part time care.**

- Families with Child Care assistance must have 2 units to enroll in 3 year old and wrap around programs as well as in Before and After School Care.
- 1 unit will be accepted for Before Care only or After Care only for School Age Programming.

### **Meal costs subject to change**

Tuition includes snack everyday and breakfast on no school days

- Parents will set up a Total Access and In Touch account to pay for meals.
- Parents may opt to bring their child's breakfast or lunch from home.
  - Must include a protein, fruit, and milk for breakfast
  - Must include a protein, vegetable, fruit, and milk or juice for lunch
- Parents will have the option to complete the free and reduced meal form which may offset meal costs.
  - Breakfast: \$2.05. Reduced rate \$0.30, Breakfast on No School Days is \$2.50.
  - Lunch: \$3.05. Reduced rate \$0.40, Lunch on No School Days is \$5.00.
- Milk is included in a meal, but if you are bringing a home lunch and need milk it will cost \$0.60.

### **Regular tuition will be assessed in the following situations:**

- Weeks containing a holiday or an ECC professional staff development day that the center is closed.
- Weeks your child is scheduled, but does not attend due to illness or other circumstances. This includes pandemic, weather related closures, loss of power, and other unpredictable circumstances.
- For extended day programs, weeks containing weather related school closings, early dismissals, and delays.
- School Age Summer Camp: Two (2)-weeks' notice is required prior to the start of Summer Camp to pull a child out of camp or the parent will be responsible to pay additional costs or pay for the entire summer.

### **Additional tuition will be applied in the following situations:**



- For children enrolled in our Before/After school programs, additional fees will be assessed to each child receiving care on days when school is canceled, delayed, in a hybrid model, or there is an early release due to weather. Fees will be determined at the time care is provided, based on the situation and your child's enrollment status.
- For children registered for no school days including in-service, winter and spring break parents are required to give a 3-business day notice in writing to the school age coordinator if their child will not be attending. Parents will be responsible for paying full in-service fees otherwise.

### **Tuition Exceptions:**

- For full-year programming- there is no charge for the week the center is closed prior to school starting each fall.
- If Wrap Around Summer Care or School Age Summer Camp starts mid-week, tuition for that week will be prorated.

### **Extended Absence Reservation Fee:**

Families have the option of removing their child from the center during the summer months and paying a fee to reserve their child's placement when ECC's fall programs resume. However, due to the extensive wait list for ECC services, 85% of the weekly tuition rate will be charged over the summer if the family wants to save the child's spot in the program for the fall. A contract outlining the terms and conditions of this option will be signed and dated by the child's parent prior to the onset of the child's extended absence. This fee also applies to children new to the program wishing to reserve their slot.

### **Withdrawal**

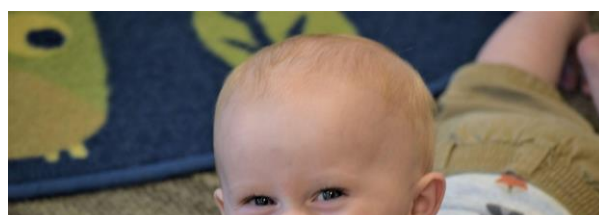
Parents are required to provide ECC with a two week, written notice of decision, if they choose to remove their child from our program. This notice shall be given to the Principal in charge of Early Childhood, or Assistant Director. If this notice is not provided, ECC will assess two weeks of regular tuition fees after your child's last day.

### **Forms of Payment**

ECC accepts checks, credit cards, automatic withdrawal and cash for payment of tuition. You must download the Brightwheel app to access billing and payment options. Checks and money orders may be placed in the ECC payment boxes located at the entrance of all Elementary schools. Please do not place cash in payment boxes, all cash payments must be made in person to the ECC Office.

### **Late Payment**

- For each week of late or nonpayment, a \$30.00 fee will be charged to your account. *At any time, if your account falls 2 weeks behind in payment, your child(ren) will automatically be discharged from our program and you will be responsible to pay your remaining balance, in full, within two weeks of the discharged date.*
- If at any time your child(ren) is/are discharged or pulled from the ECC program and you have an outstanding balance due, you will be expected to pay that amount in full before that child or any siblings will be enrolled into our program.



### Scholarship Programs:

- **DHS Block Grant (Title XX)** will be accepted for a limited number of 3-year-old, wrap around, and school age openings. DHS approved children cannot start care until verification of DHS approval is provided to ECC. If care is required prior to DHS approval is attained, the parent will be responsible for paying tuition fees out of pocket. Participants must be approved for 2 units per day to be enrolled. The only exception is for school age students enrolled in am or pm only care. Parents are expected to pay for their co-pay biweekly. If your child misses more than 4 days per month you will be placed on probation and may lose your spot if attendance does not improve. You will also be responsible for payment of any days that exceed 4 per month. If your DHS Block Grant is revoked, the ECC office will contact you, and you will be expected to pay for your child's complete tuition immediately. DHS funded spots are given upon the discretion of the Principal in charge of Early Childhood or Assistant Director.
  - Effective August 22, 2022: The ECC will follow House File 2127 relating to payments to child care providers from families participating in the state child care assistance program: A child care provider shall be allowed to collect from a family participating in the state child care assistance program the difference between the state child care assistance reimbursement rate and the rate the provider would typically charge a private-pay family for childcare, provided the childcare provider and family agree to such additional payments prior to the provision of the child care. A written agreement will be provided to the families participating in this program.
- **Shared Visions Grant** is available for a limited number of 3 and 4-year-old students that meet income requirements. These funds are available for the Shared Visions and Head Start classrooms located at the ECC. Please see the ECC Office for details.
- **DHS Wrap-Around Grant** is available for students receiving Shared Visions, Early Childhood Special Education, or Head Start funding. Families must meet income and/or other requirements. Please see the ECC Office for details.
- **Child Care Aware (Military Family Assistance)**-ECC participates in the Child Care Aware Military Child Care Assistance Program. Child Care Aware determines family eligibility for this program.

### Flexible Benefit Statements & Tax Receipts

Flexible Benefit Statements available upon request. Tax receipts will be sent out to

families via email annually.



## ECC Center Closings

### *Holidays:*

- New Year's Eve & New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the day after
- Christmas Eve & Christmas Day

If a holiday should fall on a weekend, the center will be closed either the Friday before or the Monday after the holiday, whichever the district designates. [The ECC Calendar at a Glance.](#)

### **Professional Learning Days:**

On-going professional development for staff is a key component of quality programs. ECC believes it is important to provide these opportunities for our staff to ensure we are providing quality care to all the children and families we serve. ECC will be closed one day in the fall, one in the winter, and one in the spring for staff training. In addition, the center is always closed the week prior to school starting, to prepare our classrooms and programs for the coming year. These days will be posted on Brightwheel in advance for parents to make other childcare arrangements. Please refer to the [ECC Calendar at a Glance](#) for dates.

*Advanced notice of program closings will be posted on Brightwheel.  
Tuition charges apply on these dates.*

### **Inclement Weather**

- *Late Start*
  - In the event that College Community School District has a late start due to inclement weather all AM ½ Day Preschool Classes will be canceled. ECC and Before and After School program, will try to follow traditional business hours, with extended school age services provided until school starts. If weather is deemed too severe or prevents us from providing adequate care, a decision to close or delay the start of the program will be made

no later than 6:00 AM. If this occurs, ECC will provide updated information on the District website, [www.crprairie.org](http://www.crprairie.org). In addition, the district will strive to post information on local news stations, KCRG Channel 9 & KWWL Channel 7, and the Brightwheel app.

- *Early Outs*

- In the event that College Community School District has an early dismissal due to inclement weather, all ½ Day PM Preschool Classes will be canceled. ECC and the Before and After School program will always try to remain open. If the College Community School District announces an unscheduled early dismissal, all children enrolled in our Before/After school program will remain at their school sites where care will be provided for the remainder of the day if they have been served lunch. If lunch has not been served, they will be transported to Prairie Hill and continue their day at that site. ECC will strive to post information at the main entrances of Prairie View, Ridge, Crest, Creek, and Heights reminding parents where they may locate their child. However, if the safety of our staff and children becomes a concern, ECC reserves the right to close early. If a decision is made to close programs early all parents whose children are in attendance that day, will be directly notified by phone, approximately 2 hours prior to the designated closing time. If we are unable to reach parents, emergency contacts will be notified. If your child is picked up later than the designated closing time, late fees will be applied.

- *School Closures*

In the event that College Community School District closes for the day due to weather, all preschool classes will be canceled. ECC and Before and After School Programs will make every attempt to remain open. On days when school is canceled and ECC is open all infant, toddler, three year old, and wrap-around care will be located at the ECC building; school age programming will be housed at Prairie Hill. If weather is deemed too severe or prevents us from providing adequate care, a decision to close programs will be made no later than 6:00am. If this occurs, ECC will provide updated information on the District website, [www.crprairie.org](http://www.crprairie.org). In addition, the district will strive to post information on local news stations, KCRG Channel 9 and KWWL Channel 7, and the Brightwheel app.

### **Interruptible Power**

- If the school district is placed on Interruptible Power during the summer months, ECC will follow the following procedures:
  - ECC School Age will be bussed to Prairie Heights elementary as needed.
  - The ECC building will remain open.
- Parents will be notified via the Brightwheel app of the change in location due to Interruptible Power.

## **ATTENDANCE POLICIES & PROCEDURES**

### **Consistent Daily Schedule**

ECC prides itself in providing quality-learning experiences for each child in our programs. You are strongly encouraged to have your child arrive at the ECC by 8:30 am for full day programs and by 8:50 or 1:00 for Prairie Hawks Preschool ½ day programs. This allows your child the full benefits of our programs. Furthermore, classrooms have established consistent daily routines and often this routine becomes disrupted when children arrive during ongoing activities.

### **Preschool Schedule**

In order to accommodate the adjusted schedule for bus sanitization for K-12 routes, preschool is adjusting the start and end times for all programming.

- AM: 8:55 - 11:45 T,W,Th,F
- PM: 1:00- 3:50 T,W,Th,F
- Shared Visions: 8:30 - 3:30 T,W,Th,F
- ECC Head Start: 8:00-3:30 M,T,W,Th,F
- Cedar Valley Townhomes: 8:15-4:00 M- F

### **Arrival and departure**

For the safety of your child please ensure the following:

- A responsible individual escorts your child to the drop off and from the pick up location. A sibling enrolled in our programs is not allowed to be the responsible party. We require such individuals to be 16 years of age or older.
- An attendance record will be available in your child's classroom each day. You are responsible each day for documenting the time of your child's arrival and departure from our programs.
- You are strongly encouraged to make verbal contact with an ECC/preschool employee in the classroom your child is arriving and departing from. This will guarantee that staff is aware your child has arrived or departed for the day.

### **Authorizing Individuals to Pick Up**

On the enrollment forms, you will name individuals who are authorized to pick up your child from the center at any given time. You may choose to authorize as many individuals

as you wish or to not authorize any individuals other than yourself. We will not allow your child to leave with an unauthorized person, and we are sure you will understand that this is completely for the protection and safety of your child. Please remember to keep this form updated as we will not release your child to an individual not on the list. This form must be updated in person, parents/guardians cannot update via the phone.

- **Identification:**
  - Individuals picking up your child must have identification with them. Parents/guardians and authorized individuals may be asked to show identification when buzzing into the building if the staff does not recognize them. A staff member that is unfamiliar with the pick-up person will request identification to verify they are authorized to pick-up your child. If a named individual does not have any identification with them and staff members are unable to identify him/her, ECC will not release your child until proper identification



is obtained or verified. If an individual provides identification, but you did not give authorization via the release form, ECC staff will not release your child to the individual. In either case, you will be contacted immediately.

- **A special keychain is given out yearly at enrollment. This keychain shall accompany any person(s) picking up a child in an ECC class. If your designee doesn't have the designated keychain and picture identification, she/he will have to stop by the ECC office to get a visitor's badge before going through the school hallways. Only a parent can request an additional keychain from the Principal in charge of Early Childhood or Administrative Assistant. *This keychain changes annually.***

## **Late Pick Up**

The program your child attends will determine the program hours. It is important to ensure that you arrive on time to pick up your child from their program. Child-care staff often plans activities after work hours and expects to leave at the end of their shift each day. If your child remains at the center after program hours, you will be charged an additional \$10.00 plus \$2.00 per minute per child. A late pick up form will be made available for all parents to sign off on to acknowledge they are aware of the late pick up and related charges. Fees for late pick-up will be added to the bill of tuition and **MUST** be paid before your child can return. Notification will be made to the parent by office or classroom staff as to the amount that will be added on to the tuition bill and must be paid within 24 hours. If you know you are going to be late, please contact your child's classroom to inform staff before your late arrival. 3 late pickups in the course of the same school year will result in a loss of services. *\*\*If a child remains at the center for 30 minutes or more after the program ends and ECC is unsuccessful in making contact with parents and individuals listed as emergency contacts or authorized to pick up, ECC reserves the right to contact the Cedar Rapids Police Department or the Department of Human Services for assistance.*

## **Notification of tardiness or absence**

It is vitally important that you notify the center immediately of any changes in your child's attendance and the reason for the change, particularly if it is due to your child's health status. The Department of Human Services Licensing Regulations requires that ECC post any notification of a communicable disease that children may have been exposed to at the center. Without such notification, we are unable to notify you and/or other parents to be on alert for illness.

*If your child misses 10 consecutive days or more from the ECC program without notification of the absence, ECC will assume that services are no longer needed and the spot will be filled with a family from the waitlist.*

## **Vacation**

Please contact the center if your child will be absent prior to any planned family vacations.

## **Withdrawal**

Parents are required to provide ECC with a two week, written notice of decision, if they choose to remove their child from our program. This notice shall be given to the

Principal in charge of Early Childhood, or Assistant Director. If this notice is not provided, ECC will assess two weeks of regular tuition fees after your child's last day.

### **Extended Leave of Absence**

Parents choosing to remove their child from ECC for an extended period of time and desiring to guarantee their child's placement in our programs upon return will be required to pay the full tuition prior to the onset of the child's extended leave of absence. 85% of full rate, see page 18.

## **GENERAL POLICIES & PROCEDURES**

### **Community Involvement:**

ECC works closely with several community organizations to provide additional quality-learning experiences for our students. These organizations include the African American Museum, Child Care Resource and Referral, Somersaults, Iowa State Extension, Little Sports, Cedar Rapids Public Library, Ely Public Library, Kirkwood Community College, Iowa Department of Human Services, Westdale Bowling, Channel 9 News, IAAYC T.E.A.C.H., Macaroni Soup, Niabi Zoo, HACAP, Lions Club, Linn County Early Childhood Iowa, and local Police and Fire Departments. College Community Schools has also enlisted the following services from Grant Wood on an as-needed basis: Psychologist, Speech and Language Pathologist, Occupational Therapist, and AEA Consultant.

### **Field Trips for Pre-K & School Age**

- Field trips provide the opportunity to enhance your child's development. Pre-K & school age students will be allowed to take the school bus on field trips while in our care. If you have concerns about the form of transportation for your child, you can drive your child to and from the field trip, or you can choose to keep your child home during the hours of the field trip. Please speak to the Principal in charge of Early Childhood if you have concerns about field trips for your child.
- Parents will be notified in advance of each field trip. If you arrive at the center after your child's class has departed, we cannot guarantee that care for your child can be provided. We must maintain the staff-to-child ratio in all rooms, at all times, as required by the Department of Human Services Licensing regulations. If such instance should arise, you will have the choice to:
  - Stay with your child until her/his class returns.
  - Take your child with you and return to the center after her/his class has returned.
  - Upon availability of space on the bus for your child, you may meet her/his class at their destination and leave your child with the group. Your child may then return to the center with the class.
- If a parent chooses to chaperone on a field trip, they may be asked to pay for their own admission costs. Siblings not enrolled in ECC programming are NOT allowed to attend field trips.
- Field trip meals are available from the Food and Nutrition Department.

## **Volunteering in the Classroom & on Field Trips**

- All staff members, substitutes, and volunteers (including parents, guardians, and other relatives) MUST complete the following before being allowed to have unrestricted access to children (beyond visiting their own child) in our care:
  - Federal Criminal Background Check,
  - State of Iowa Criminal Background Check, and
  - FBI Fingerprinting.

*A volunteer will NOT be able to volunteer until all three documents have been returned with a positive outcome. This process can take several weeks to complete.*

- If a parent would like to spend time solely with their child, ECC staff will not place this visitor in charge of any other children (i.e. staff will not ask this visitor to give care, supervise, be left alone with or give guidance to any other children). This parent will be asked to read and sign a statement detailing the limitations of their visitor work within the ECC classroom. All other guardians, relatives and persons with custodial care will need to complete the records checks before having access to their relative child in his/her classroom or on field trips.

## **Toys from Home**

We believe that our center has more than an adequate amount of toys and learning materials to foster and enhance your child's development. We appreciate your cooperation by not sending toys or electronics from home with your child. If your child arrives at the school with a toy from home, you will be reminded to take the toy with you when you depart from the school. In the event that it becomes a consistent disruption to the child or class, we will work with the parent and child in effort to find an alternative solution.

Individual teachers reserve the right to have special days (or clubs during Summer Camp) where they allow children to bring an item from home. In the event of these special days (clubs), parents will be notified.

PLEASE MARK ALL ITEMS WITH YOUR CHILD'S NAME as they may be lost, stolen, or broken. ECC is NOT responsible for lost, stolen, or broken items.

## **Food & Nutrition Information**

ECC strives to model healthy eating habits by providing nutritionally balanced meals and snacks. All food served through ECC follows the USDA school lunch guidelines. The goal of the USDA school lunch program is to improve the diets of children by providing nutritious meals and to help children develop good eating habits that will last through the years.

- If a parent provides breast milk for their child it must be labeled with the infant's FULL name and the date the milk was expressed.

## **Food & Nutrition Contact Information**

Ginny Scott, Director of Food & Nutrition, Phone: 319-848-5337 Email:

[vscott@crprairie.org](mailto:vscott@crprairie.org)

Kelly Crossley, Assistant Director of Food & Nutrition, Email: [kcrossley@crprairie.org](mailto:kcrossley@crprairie.org)

## **Menus**

Menus can be viewed using [My School Menus](#). The menu is interactive and informative. An app is also available.

## **Breakfast & Lunch (For children receiving full day services):**

The College Community School District Food and Nutrition Department offers the option for families to purchase breakfast and lunch each day for children in the extended day programs. Breakfast is served at 8:00 a.m. depending on the program, and lunch is typically served around 11:30.

## **Parent Process for Ordering Meals at the ECC Center**

Meal ordering sheets are posted outside each classroom on Monday for the following week. Please complete the form to indicate if your child will eat school meals, bring meals from home, will order milk only, or if they will be absent. *Please do not leave any blank spaces.* Parents have from Monday - Thursday evening to sign up. Meal signup sheets are collected and orders for the upcoming week are provided to the Food and Nutrition Dept. If time allows, the classroom teacher or food and nutrition staff will follow up with families who did not enter information on the sign up sheet. If the sign up sheet is not completed, meals will need to be provided from home. If a meal or milk is ordered, a charge is applied to the student's account regardless of attendance unless the parent informs the ECC Center staff via Brightwheel that their child is ill.

## **Meals on Planned No School Days**

When K-12 is not in session, (no school day) breakfast and lunch is available to purchase through the Food and Nutrition Dept. Breakfast is \$2.50 and lunch is \$5.00 for all ECC programs. Free and reduced price meal benefits do not include meals on no school days. Families are responsible for paying for breakfast and lunch fees on these days. Alternatively, meals may be brought from home. Meals from home must contain the required components. If the meal does not contain the required items, a meal will be provided and a charge will be applied to your account.

**ECC School Age Program & Wrap Around in Elementary Buildings- Planned No School Day** A Google sign up form for meal needs on planned no school days, will be shared with families in advance. Please use the form to indicate the meal and milk needs for your child. If a meal is ordered, a meal charge is applied to the student's meal account. Meal orders may be cancelled by submitting a written request at least 3 business days in advance of the planned no school day.

## **ECC School Age Program- Unplanned School Closure**

At the time of student drop off, parents complete the paper Meal and Milk Needs Form to indicate if meals or milk are needed or if meals from home have been provided for your child.

## Meals from Home

**Breakfast:** If sending a breakfast meal from home the components listed in the chart below must be included and *all food provided by parents must meet required nutritional guidelines*. Teachers reserve the right to send foods that do not comply with these guidelines back home.

### Child & Adult Food Program Breakfast (Minimum quantities)

Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12
<i>Fluid Milk</i>	4 fluid ounces	6 fluid ounces	8 fluid ounces
Vegetables, fruits or portions of both	1/4 cup	1/2 cup	1/2 cup
Grains	1/2 ounce	1/2 ounce	1 ounce

- Breakfast from home **must contain all 3 components**: 1. Milk 2. Vegetable and/or fruit 3. Grain.
- If families do not send all **3 components** a school meal will be provided and families will be charged. Please do not send items that are not listed above as we will not be able to serve. (IE: candy in a lunchable, cookies, etc.)
- *Please send an icepack if items need refrigeration.*

**Lunch:** If sending a lunch meal from home the components listed in the lunch chart below must be included and *all food provided by parents must meet required nutritional guidelines*. Teachers reserve the right to send foods that do not comply with these guidelines back home. (IE: candy in a lunchable, cookies, etc.)

### Child & Adult Food Program Lunch (Minimum quantities)

Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12
<i>Fluid Milk</i>	4 fluid ounces	6 fluid ounces	8 fluid ounces
Vegetables	1/8 cup	1/4 cup	1/2 cup
Fruits	1/8 cup	1/4 cup	1/4 cup
Grains	1/2 ounce	1/2 ounce	1 ounce
Meat/Meat Alternatives	1 ounce	1 1/2 ounce	2 ounces

- Lunch from home **must contain all 5 components**: 1. Meat/meat alternative 2. Fruit 3. Vegetable 4. Grain/bread 5. Milk
- If a meal does not contain **all 5 components** a school meal will be provided and families will be charged. (Example candy bars and cookies in a Lunchable, etc)
- *Please send an icepack if items need refrigeration.*

Snacks: ECC provides afternoon snacks each day for all children in full day, wrap around, and school age programs.

## Meal Prices

Meal Prices 2025-2026	Grade	Cost
Breakfast	ECC-12th	\$2.05, Reduced \$.30, or Free
2nd Breakfast or Adult Breakfast & ECC No School Day Breakfast		\$2.50
Lunch	ECC-4th	\$3.05, Reduced \$.40, or Free
Lunch	5th-6th	\$3.15, Reduced \$.30, or Free
Lunch	7th-12th	\$3.30, Reduced \$.40, or Free
2nd Student Lunch or Adult Lunch & ECC No School Day Lunch		\$5.00
Carton of Milk	K-12 and Adults	\$0.60

## Meal Magic

CCSD uses a meal account point of sale system called Meal Magic. Each student has their own Meal Magic account. Funds on the account will only be accessible to the individual student. Parents/guardians may transfer funds, at no charge, between their children using the Meal Magic Family Portal. Student meal account funds can be used for breakfast, lunch, and a la carte purchases such as a carton of milk or classroom treats. Parents/ guardians are encouraged to monitor their students' meal accounts. Spending limits and blocks can be applied to an individual student. Spending limits and account blocks can be set through the Meal Magic Family Portal or by contacting the Building Clerk or Food and Nutrition Department. Students may not be blocked from purchasing breakfast or lunch due to state law.

### [Meal Magic Family Portal](#)

You can use Family Portal to view balances, see account and purchase histories, transfer money among family members, set parental controls, apply for meal benefits, and complete household information reports.



- **Registration Tips:** Before registering (creating an account), add:  
\*.familyportal.cloud as a safe domain email sender in your email app. If you think you did not receive an email, try looking in your spam folder. If it's there, be sure to mark it as safe for future email messages. If you get a message about not being able to access your account, try using the I forgot my passphrase option under My Account.
- **Registering (Creating an Account)** Each school district has its own Family Portal web address. You will need to create an account at each one you need to access. No information is shared between districts. Registering an account has two parts. In the first part, you will be asked to enter your email address and agree to the site's Terms of Use and Privacy Policy, after which an email will be sent to you. Email is sent to confirm that you have access to the address you used. If you click the link that is in the email, you will be returned to Family Portal to complete the second part of registration, which entails entering your real name and setting a passphrase to protect your account. Registrations must be completed within 20 minutes. If you take too long, you will need to click the I need to unlock my account option.
  1. Click My Account.
  2. Click I need to register as a Family Portal user.
  3. Enter your email address for the Username.
  4. Click Next.
  5. Read and Accept the Terms of Use and Privacy Policy.
  6. Check your email for activation instructions.
  7. Click the link in the activation email.
  8. Enter your first and last name and set a passphrase.
  9. Click Submit.
- **Important Note About Passphrases** A passphrase is like a password but usually is longer and has fewer restrictions on format. Your passphrase will be tested against a database of passwords known to have been compromised on other websites and will be rejected if a match is found. For security, never use the same passphrase on more than one website, and never share your passphrase with anyone, including your district or our support team. Treat it as highly confidential.
- **MyAccount** After successfully completing registration, you will use My Account whenever you want to access your account. If you have forgotten your passphrase, enter your Username and click I forgot my passphrase.
- **Adding Family Members / Pending Approvals** When logged into Family Portal, you will have the ability to add family members to your account by using the Add Person button. Minimally, you will need to know the ID Number assigned by the school to the person along with the person's first and last name. The school might require additional details, such as birthdate. Before you can access information for a person attached to your account, your school district must approve your access to them. Once approved, you will be able to see balances, settings, and histories. Removing Family Members To remove a family member using a smart device, swipe left on the member's name and then click the

trashcan icon. On a PC, hover your mouse over the name to reveal the trash can.

- **Adding Money for Family Members** Funds cannot be deposited through Meal Magic. Funds may be deposited to a meal account online using [In Touch Receipting](https://ia-collegecommunity.intouchreceipting.com/) <https://ia-collegecommunity.intouchreceipting.com/>. Cash and check payments are accepted in all building offices and school stores. Deposits are imported from In Touch to Meal Magic at scheduled increments throughout the day and are not instantly applied. To ensure your student has funds in their meal account in time for lunch, please submit payments before 9:00 am CST. For assistance with In Touch, contact the Clerk in your student's building. If sending cash or check, please enclose the payment in a sealed envelope and label the payment with the student's name, grade, teacher's name, and "Meal Account Payment". For more information, please contact the Clerk in your student's building.
- **Transfer Money, See History, Change Settings** Touch or click a family member on the My Account page if you want to transfer money from that person to another on your account, or if you want to view account history including purchases, or if you want to set parental controls (if allowed by the district).
- **Low-Balance Reminder Email** The District sends automated notices when an account balance reaches \$10.00 and again once the account falls below \$0.00. If you would like to receive email notifications at additional increments when a family member's account balance is running low, click the Notifications button on the My Account screen. Uncheck the first box if it is checked, and then check the second box. Set a dollar amount (\$0, \$5, \$10, \$15, \$20 ... up to \$50). An email will be sent when a balance reaches or goes below the amount you set. Reminders repeat every three days as necessary. Notifications are sent to the primary contact listed in Infinite Campus. Balance notifications can be turned off upon request.
- **How-To Videos** Click the How-To Videos button if you want to view videos about using Family Portal.
- **Meal Account Balance Refunds or Donations** Meal account balances carry over from year to year. If you are moving out of the district and would like to request a refund of the remaining balance in your student(s) meal account or to donate the remaining funds to a student in need, please submit in writing:
- A refund request or instruction to donate the remaining funds to a student in need, to the clerk of your student's building. Please include the following information:
  - First and last name of student, grade, and school building
  - Your first and last name, mailing address where a refund check should be sent, & your phone number

### **Free and Reduced Price School Meal Benefits**

[Application](#)- Based on Income or Participation in SNAP, FIP, or TANF. Medicaid participation does not qualify a household for meal benefits via the application process.

- Complete one application per household and include all adults and children who live in the house.

- Complete an application every school year.
- If an application for the new school year is not received, benefits from the 2024-25 school year will expire on October 7, 2025. Meals will be charged at full price. Parents/ guardians are responsible for the charges. An approval for benefits does not cover previous charges.
- Applications for free and reduced price meal benefits can be completed online through the Meal Magic Family Portal or by completing a paper version. Request a paper version of the form by contacting the Food and Nutrition Program 319-848-5337 or email [vscott@crprairie.org](mailto:vscott@crprairie.org). Return completed paper forms to Food & Nutrition, Prairie Hill Elementary, 401 76th Ave SW, Cedar Rapids, IA 52404.
- [Printable forms](#) are available on the district website under the Food and Nutrition Department page. Free and Reduced Price Meals Information, Application, & Fee Waiver Form
- The benefit level will be updated at the time the application is processed. A determination letter will be sent via USPS or email to the address of the primary contact listed in Infinite Campus.

### **Direct Certification of Free and Reduced Price Meal Benefits**

Direct Certification (DC) is the federally mandated process school nutrition program operators must use to certify children who are eligible for free or reduced price meals without completing an application. Direct Certification is a state level process of matching student files with household files from the Department of Human Services (DHS). Downloadable lists of children who are exact matches and siblings of children who are exact matches are available to the Director of Food and Nutrition. There is one DC list posted in July and then 2 each month thereafter.

- Children identified during this process are eligible to receive free or reduced price meal benefits. If a student is included on the direct certification list, the Director of Food and Nutrition will apply the benefit to the meal account and send a notification letter via USPS or email to the address of the primary contact in Infinite Campus.
- If a family receives a notice of direct certification for their child(ren), they have the option to refuse the benefits. To refuse the benefits, complete the section titled, "Refusal of Meal Benefits" often found at the top of the second page of the notification letter. Return the completed form to the Food and Nutrition Department.

### **Fee Waiver Based on Free and Reduced Price Meal Eligibility**

If your child(ren) qualifies for free or reduced price meal benefits, you may also be eligible for other benefits. By signing the form, "[CCSD FEE WAIVER STATEMENT for School Year 2025-2026](#)", or opting in by checking the box included on the online application or registration process, your child(ren) will be considered for a full or partial waiver of eligible school fees. By completing the

form or opting in, you will be releasing information that will show that you applied for free and reduced price school meals for your child(ren). By signing this form, your free/reduced status will only be shared with those staff who are directly responsible for the fees/programs listed below. All information will be held in strict confidence. If you choose not to complete the form or not to opt in to the online application or as part of the registration process, you will be responsible to pay the full price for all fees.

**Meal Charge Policy 710.04** [Click here to review the full policy.](#)

In accordance with state and federal law, the College Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Negative Account Balances The school district will make reasonable efforts to notify families when meal account balances are low. Parents are encouraged to monitor their students' meal accounts. Our meal account software will send an automated email balance reminder notice to parents / guardians when a student's meal account balance reaches \$10.00. Please update your email address as needed. Automated email notifications may be turned off upon request. Once an account reaches a negative balance, the Building Clerk or Director of Food and Nutrition will attempt to contact a parent / guardian by phone and email. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with the student's parent or guardian to resolve the matter of unpaid charges. Parents or guardians will be notified of an outstanding negative balance once the student owes a balance. Parents or guardians will be notified by phone and automated email. Letters may also be sent via USPS. Negative balances of more than \$25.00, not paid prior to the end of the school year will be turned over to the Superintendent or Superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

**Dietary Restrictions**

College Community Schools Diet Modification Request Information for Parents/Guardians: If your child has been determined by a physician to have a medical condition that restricts their diet and requires dietary accommodations, a Diet Modification Form must be completed by an Iowa licensed, prescribing medical authority and returned to the CCSD Food and Nutrition Department, Prairie Hill Elementary, 401 76th Ave SW, Cedar Rapids, IA 52404..

The Food and Nutrition Department in your child's school:

- Will make meal modifications when prescribed by a medical authority licensed in the state of Iowa (MD, DO, PA, or ARNP) to accommodate a disability.
- Will provide a USDA approved soy milk alternative in place of fluid cows milk due to a food allergy/ intolerance when prescribed by a medical authority licensed in the state of Iowa (MD, DO, PA, or ARNP). Note: Milk

- is not a required meal component and can be declined by any student.
- Will not make meal modifications for requests that can be accommodated through menu choices.
- Will not make meal modifications for requests that do not rise to the level of a disability, such as dietary preference.
- The Diet Modification Form must be completed by a medical authority licensed in the state of Iowa (MD, DO, PA, or ARNP) to accommodate a disability and returned to the Food and Nutrition Department. The bottom of the form must also be signed by a parent or guardian.

The Diet Modification Form is available to download or print on the district website by clicking [here](#). Forms may also be requested by contacting CCSD Food and Nutrition Department by phone 319-848-5337 or email [vscott@crprairie.org](mailto:vscott@crprairie.org). When requesting meal modification please allow processing time for the Diet Modification Form to be received, reviewed, and implemented in your school cafeteria.

**Food from home (not medically related):** ECC discourages food brought from home or other venues to eliminate disruption in our programs.

#### **Birthday Party Treats:**

- Students may bring a birthday treat to celebrate their birthday. Enough treats need to be brought for everyone in the class. The College Community School District requires all snacks or treats to be prepackaged or commercially prepared foods. With many students having food allergies, we need to be able to check labels to ensure the item is safe for all students to eat. Please do not send gum as treats to avoid possible carpet damage. When students have permission to bring treats to school, the College Community School District requests that parents send nutritional and healthy items. The district discourages snack foods that are high in sugar such as cupcakes, cookies, and candy bars. Snacks that are encouraged include fruits, vegetables, granola bars, yogurt cups, cheese sticks, etc.
  - Please notify your child's teacher in advance if you plan to send in a birthday treat.
  - Classrooms with students who have life threatening allergies may have more specific guidelines.
  - Classroom treats are available to order through the Food and Nutrition Program. [Order Here](#) All items meet Smart Snacks Regulations.

#### **USDA Nondiscrimination Statement (Revised 2-15-23)**

All FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race,

color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410; or
2. Fax:  
(833) 256-1665 or (202) 690-7442; or
3. Email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

[Declaración de no discriminación del Departamento de Agricultura \(USDA\)](#)

## **Iowa Nondiscrimination Statement (Revised 7-1-25)**

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have



questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, 6200 Park Ave Suite 100, Des Moines, IA 50321-1270; phone number 515-281-4121 or 1-800-457-4416; website: <https://icrc.iowa.gov/>.

## **Celebrations**

College Community Early Learning classrooms will recognize and/or expose children to various celebrations. Those that will be included will be determined by the classroom surveys parents/caregivers completed at the beginning of the school year.

## **Outdoor Activities**

We feel it is important for all children to go outside to not only exercise and develop their large motor skills, but to get a breath of fresh air and to expand their knowledge through natural science opportunities. Children will go outside unless it is raining or the temperature is below 10 degrees with wind chill in the winter or the heat index is 98 degrees or higher in the summer. Staff refers to the [Child Care Weather Watch Chart](#) when making decisions on outdoor play. It is vitally important to send the appropriate outerwear for your child each day, including closed toe shoes. Sandals and open toed shoes put your child's safety at risk. *If your child is too sick to go outside, she/he is considered too sick to be at school that day.*

## **Supplies**

### **Nap/Bedding**

- (Early Childhood) All children enrolled in our extended day programs need a crib sheet and blanket for rest time *with the exception of the Infant room*. We ask that you please mark these items with your child's name. One day each week, these items will be sent home for laundering. In the event of an accident, nap items will be sent home that day. Please provide your child with clean bedding each day following the day sent home and the following day in the event of an accident.

### **Clothing/Shoes**

- It is important for children of all ages to have one or two change(s) of clothing at the center, since even those beyond the stage of "accidents" will occasionally spill juice, milk, paint, etc. Again, we ask that you please clearly mark all items with your child's name.

### **Dress Code**

- Please dress your child appropriately for the environment, (we do a lot of messy activities), and the weather, (refer to Outdoor Play). Though ECC tries to keep extra clothes on-site, we do not have a large enough surplus to meet every need. If your child needs a change of clothing and has none available, we will call you to bring the items in immediately.

- For the safety of your child, your child shall **refrain from wearing sandals, dress shoes, flip flops, crocks, etc.** and wear rubber-soled, closed-toe shoes to school each day. Tennis shoes are highly recommended. We understand individual children's personalities and preferences, as well as busy mornings, therefore we suggest that your child has an alternate pair of tennis shoes in her/his cubby as back up if there are any days in which your child arrives at school with non-rubber-soled, closed-toe shoes. In addition, ECC reserves the right to determine if your child's shoes place your child's safety at risk and/or are inappropriate for the day's activities. If such circumstances arise and alternate shoes are not available for your child to wear, you may be contacted and required to provide alternate shoes immediately.

### **Infant Room Policies:**

- Shoeless
  - To help maintain a clean and safe environment for our infants, we ask that you remove or cover your shoes before entering the infant classroom. Socks are preferred over bare feet.

### **Amber/Teething Necklaces**

- Although believed to relieve teething pain, amber teething necklaces are not allowed in licensed child care programs because they are a choking and strangulation hazard for infants and young children alike. These beads pose a safety concern and are deemed a hazardous item.

### **Pacifier Policy**

- Pacifiers are permitted only in the crib for Infants or on the sleep mat for Toddler's at rest/sleep time only.
- If a pacifier is to be used the Parent/Guardian should provide at least two pacifiers (labeled with their child's name using a waterproof label or non-toxic permanent marker) on a regular basis. The extra pacifier should be available in case a replacement is needed.
- Staff must inspect each pacifier for tears or cracks before each use.
- Staff must clean each pacifier with soap and water and rinse thoroughly before each use.
- Pacifiers are not permitted to be attached to the child's clothing in any manner or hung around the child's neck. Pacifiers are not permitted to have attachments such as stuffed animals.
- If an Infant refuses the pacifier at nap time he/she will not be forced to take it.
- If the pacifier falls out of the Infant's mouth during nap time it does not need to be re-inserted.
- Pacifiers should not be coated in any sweet solution.
- Pacifiers should be cleaned and stored open to air; separate from the diapering area, diapering items, or other children's personal items.

### **Fundraising**

ECC provides additional opportunities for parents to support their child in daycare by hosting fundraising events throughout the year. The funds raised from these events are used by classrooms and the center to improve equipment. *Your participation in a fundraising event is optional. If you choose not to participate, you can turn the information back into your child's teacher. If an item is given out as a sample of what we are selling, you must return that by the date given or you will be responsible to pay for that item if ECC is responsible to pay for it.*



## **CHILD ILLNESSES AND EXCLUSION CRITERIA FOR EDUCATION AND CHILD CARE SETTINGS**

A child should be temporarily excluded from an education or child care setting when the child's illness causes one or more of the following:

- Prevents the child from participating comfortably in activities.
- A need for care that is greater than the staff can provide without compromising the health

and safety of other children.

- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash.
- Fever with behavior change or other signs and symptoms in a child older than 2 months (e.g., sore throat, rash, vomiting, diarrhea).
- For infants younger than 2 months of age, a fever with or without a behavior change or other signs and symptoms.
- A child with a temperature elevated above normal is not necessarily an indication of a significant health problem. A fever is defined as:
- For an infant or child older than 2 months, a fever is a temperature that is above 101 degrees F [38.3 degrees C] by any method.
- For infants younger than 2 months of age a fever is a temperature above 100.4 degrees F [38 degrees C] by any method.
- Temperature readings do not require adjustment for the location where the temperature is taken.

The following guidelines are enforced for these contagious diseases: *Any updated guidance from DHS, CDC, LCPH & IDPH that occurs from the time of publishing this handbook will be followed.*

Contagious Disease	Exclude	Return to Care/School
Chicken Pox	Yes	When all blisters are crusted with no oozing (usually 6 days) and resolution of exclusion criteria.
Diarrhea (infectious)	Yes  (There are special exclusion rules for E.coli (STEC), Shigellosis, & cryptosporidiosis )	When diarrhea stops and a health care provider and public health official states the child may return.
Diarrhea (non infectious)	Yes  (If stool cannot be contained in the diaper, or if the toiletied child has 2 or more loose stools in 24 hours, or blood in stool)	When diarrhea stops and resolution of exclusion criteria.
Pink Eye/ Conjunctivitis	No  (Unless the child meets other exclusion criteria)	A child does not need to be excluded unless a health care provider or public health official recommends exclusion. Resolution of all exclusion criteria.

Fifth Disease	No  (unless a child meets other exclusion criteria)	If excluded due to other presence of other exclusion criteria, resolution of exclusion criteria
Head Lice	No  (unless child meets other exclusion criteria)	Children shall not be excluded immediately or sent home early from childcare because of head lice. Parents of affected children shall be notified and informed that their child must be treated properly before returning to the child care facility the next day.  Treatment recommendations can be found <a href="#">here</a> .
Hand and Mouth	No  (unless child meets other exclusion criteria. Or is excessively drooling with mouth sores.)	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Impetigo	Yes  (exclude immediately or at the end of the day if blisters can be covered)	After the child has been seen by the doctor, after 24 hours on antibiotics, blisters are covered.
Molluscum Contagiosum	No  (unless child meets other exclusion criteria)	Skin disease similar to warts. Do not share towels or clothing and use good hand hygiene.
MRSA	No  (unless child meets other exclusion criteria)	Wounds should be kept covered and gloves worn during bandage changes. Do not share towels or clothing and use good hand hygiene.
Otitis Media (Ear Infections)	No  (unless child meets other exclusion criteria)	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Pertussis (Whooping Cough)	Yes	Children may return after 5 days of antibiotics and resolution of exclusion criteria.

Respiratory Illness (cough and cold symptoms-includes influenza, COVID-19, & RSV)	Yes	When a child is fever free for 24 hours without use of a fever reducing medication AND respiratory symptoms are mild and improving.
Ringworm	No  (unless child meets other exclusion criteria)	Treatment of ringworm infection may be delayed to the end of the day. A child may be readmitted after treatment has begun. Cover lesion(s) if possible. Do not share bedding, towels or clothing and use good hand hygiene.
Strep Throat	Yes	When resolution of exclusion criteria and after 24 hours of antibiotics.
Vomiting	Yes	When vomiting has resolved and resolution of exclusion criteria.

Due to DHS health and safety requirements, we are not allowed to perform invasive procedures on our children. This includes using nasal aspirators for infants and toddlers. Therefore, if a child's nose is congested and an aspirator is needed more than occasionally, your child may be sent home. This will be up to the discretion of the Principal in charge of Early Childhood or Assistant Director, in collaboration with the classroom staff.

*A child that is too sick to go outdoors is considered too sick to be at the center.* We will expect all children in attendance go outdoors if the class is going outdoors. Exceptions, if any, will be decided on a case-by-case basis by the ECC staff.

An illness or condition requiring treatment by a physician will be managed as directed by the physician, after approval by the Early Childhood Principal or Assistant Director.

If

a physician has ordered a special medical management procedure for a child in care, an adult trained in the procedure must be on-site whenever the child is present.

Oftentimes a physician will state that the child can return to group care contrary to our exclusion policies. In such cases, a written statement signed by the physician is required upon the child's return to the center. However, ECC reserves the right to still exclude the child from care. A written doctor's statement will NEVER override the center's 24 hour, fever free, exclusion policy.

#### **Notification of Communicable Disease/Illness**

- If your child comes down with a communicable disease/infection or condition, it is important to share this information with ECC. We will notify you if your child may



have been exposed to any communicable disease or condition by posting any information in your child's classroom.

- If the person who is responsible for bringing or picking up a child from school has a contagious disease, and another person is not available, please let the office know so we can get the child from the classroom to keep from spreading contagious diseases.

### **Surgery**

If a child has had surgery, a written note from the doctor is required, stating the child is ready to fully participate in our program.

### **Head Injury**

If a child receives a head injury during the school day, the parent will be informed. At the discretion of the school nurse or supervisor in charge the parent may be asked to take the child home for observation.

### **Medication**

ECC will dispense medication ONLY upon proper written permission from a parent or authorized guardian. If your child will need medication while attending the center, please notify your child's teacher and complete, sign, and date the Permission to Medicate form with the following information:

- Name of medication
- Physician's name (if prescription)
- Dosage
- Number of days to be dispensed
- Time(s) to be dispensed
- Method of administration (oral, topical, etc.)

Be sure the teacher understands the directions and knows if the medication needs to be refrigerated. A Medication Administration Certified staff member is present and will be responsible for giving medication to your child. Each time a medication is dispensed or applied to your child, the administering staff will document the date, time, and dosage on the authorization form. In addition, when medication is not given, the designated staff will indicate the reason on the form.

ECC will NOT dispense any medication for fever, unless your child's doctor deems it medically necessary. In such a case, a written statement, signed and dated by your child's physician outlining specific details of the conditions and symptoms in which to dispense the medication and the duration of such, must be obtained and placed in your child's file.

### **Over-the-counter medications**

It is a parent's responsibility to consult with their doctor to determine which over-the-counter-medications are appropriate and the correct dosage. Written documentation from the doctor must accompany the over-the-counter medication to be given to the child. The

child's first and last name must be written on the label. The label must be intact and legible. The medication must not exceed the manufacturer's expiration date. ECC reserves the right to acquire written permission from a physician in addition to the parent's permission.

### **Prescription medications**

Prescription medication must be in its original container from the pharmacy or doctor's office. Your pharmacist will divide your prescription into a separate bottle for the Center upon your request. The container must be clearly marked with the child's name, date, name of medication, doctor's name, and the frequency and amount to be given. The medication must not exceed the expiration date.

### **On-going medications**

Conditions or illnesses that require medication on an on-going or "as needed" basis must have medication permission form filled out monthly for use. Expiration dates for these "long term" medications will be observed. If a medication expires, a new prescription must be obtained before the child will receive the medication.

*All medications will be stored in a locked container that children do not have access to. Medications must be delivered to the school by the parent; medications cannot be transported in backpacks.*

We do not allow parents to come into the school and administer medication (either prescription or non-prescription). We cannot take responsibility in the event that the child might have an adverse reaction to a medication. (This is a DHS requirement)

### **Sunscreen**

Parents will be required to provide non-aerosol sunscreen with an SPF of 15- 50 for their child. Sunscreen should offer protection from UVA and UVB rays and be water resistant. Sunscreen will be applied with written parental permission to all children 6 months and older prior to outdoor activities May-September

### **Emergencies**

ECC staff is capable of responding to emergency medical and dental situations and providing treatment for minor injuries. All staff receives certification in first aid and CPR within 6 months of employment. There is a certified individual on site at all times. In the event of an emergency, we will attempt to contact the child's parent or individuals listed as emergency contacts. If necessary, 911 will be contacted as well. ECC will not transport children to the hospital if proper child restraint systems are not available.

### **Physical Exam**

Per the Iowa Department of Human Services, for each child five years of age and younger not enrolled in kindergarten, the child care center shall require an admission physical examination report, submitted within 30 days from the date of admission, signed by a licensed medical doctor, doctor of osteopathy, physician's assistant or advanced

registered nurse practitioner. The date of the physical examination shall be no more than 12 months prior to the first day of attendance at the center. The written report shall 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, a doctor of osteopathy, physician's IAC is required.

For each child five years of age and older and enrolled in school, the child care center shall require, prior to admission, a statement of health status signed by the parent or legal guardian that certifies that the child is free of communicable disease and that specifies any allergies, medications, or acute or chronic conditions. The statement from the parent shall be submitted annually thereafter.

### **Immunization Policy Immunization Requirements**

Without an immunization record, your student cannot start school, and will be excluded until the school receives an Iowa Health and Human Services (HHS) approved record.

The record of immunization requirement may be met through submission of an approved:

- Iowa HHS completed immunization record
- Iowa HHS religious exemption record or
- Iowa HHS medical exemption record signed by a prescribing doctor specifying that the immunizations required would be injurious to the student or to any household member.

(Exemptions do not apply when the Iowa Council of Health and Human Services has determined and the Director of Iowa Health and Human Services has declared an emergency or epidemic exists.)

\*\*Per the Iowa Department of Human Services, a Certificate of Immunization must be given to the licensed child care center or school the child will attend. To be valid, the Certificate of Immunization must include the name and birth date of the child, the dates required for vaccines were received, and must be signed by a physician (MD or DO), physician's assistant, nurse, or certified medical assistant.

### **Under Immunized**

A child who has begun, but not completed, the required immunizations for their age may receive a Provisional Certificate of Immunization so they may attend licensed child care or school while they finish their required vaccinations. To be eligible for provisional enrollment, the child must receive at least one dose of each of the required vaccines for their age. The next dose of required vaccine should be given as soon as possible, but no longer than 60 days from the previous dose(s). If at the end of 60 days, the child has not received the next required dose(s) of vaccine, the child cannot attend licensed childcare or school. The Provisional Certificate of Immunization must be submitted to the licensed child care center or school the child attends while completing the required immunizations. After the child has received all the required immunizations, a Certificate of Immunization must be submitted to the licensed child care center or school. Students transferring from one U.S. school to another are eligible for provisional enrollment for 60

days to allow their immunization records to be transferred from the previous school. Should a disease outbreak occur to which the child is susceptible by being under immunized, the child will be excluded from the program for the duration of the disease outbreak.

### **Medical & Religious Wavers**

A medical exemption may be granted if a health care provider believes immunization(s) would be harmful to the child or a member of the child's household. To be valid, the Certificate of Immunization Exemption must be completed and signed by a physician (MD or DO), physician's assistant or nurse practitioner. The Certificate of Immunization Exemption must be submitted to the licensed child care center or school the child attends. A religious exemption may be granted if immunizations conflict with a religious belief and are not based on scientific, medical or personal opinion. To be valid, the Certificate of Immunization Exemption must be complete with the name and birth date of the child and signed by the individual or the child's parent or guardian, and must be notarized. The Certificate of Immunization Exemption must be submitted to the licensed child care center or school the child attends.

### **Toileting**

For children who are unable to use the toilet consistently, the program makes sure that:

- For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit.
- Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

Staff check children for signs that diapers or pull-ups are wet or contain feces

- At least every two hours when children are awake AND when children awaken.
- Diapers are changed when wet or soiled.
- Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
- Each changing area is separated by a partial wall or at least three feet from other areas that children use and is used exclusively for one designated group of children.
- For kindergartners, the program may use an underclothing changing area designated for and used only by this age group.

### **Cleaning Frequency**

The routine frequency of cleaning and sanitizing all surfaces in the facility is as indicated in the [Cleaning and Sanitation Frequency Table](#). (pgs 47-49)

- Ventilation and sanitation, rather than sprays, air freshening chemicals, or

deodorizers, control odors in inhabited areas of the facility and in custodial closets.

## **Standard Precautions**

Procedures for standard precautions are used and include the following:

- Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized.
- Staff use barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids and reduce the spread of infectious disease.
- When spills of body fluids occur, staff clean them up immediately with detergent followed by water rinsing.
- After cleaning, staff sanitize nonporous surfaces by using the procedure for sanitizing designated changing surfaces described in the Cleaning and Sanitation Frequency Table.
- Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.
- Staff dispose of contaminated material

## **Safety Policies and Procedures**

### **Intoxicated Parent Policy**

If an obviously intoxicated parent comes to the center to retrieve a child, the center staff will encourage the parent to find someone else to pick up the child. If the individual insists on retrieving the child and leaves with the child in the car, the police will be called and given the license plate number. The staff will notify the Principal in charge of Early Childhood or the Assistant Director and make a report to the Department of Human Services.

### **Mandatory Reporting**

As outlined in the Iowa state law and by the Iowa Department of Human Services, all providers of childcare services are mandated to report all suspected cases of sexual abuse, physical abuse or neglect of children. Iowa law states that the preschool and childcare personnel may take, at public expense, photographs of any injured area. Any person participating in the making of or in investigation of a report shall have immunity from liability, civil or criminal, which might otherwise be imposed.

### **Parking Lot Policy**

Safety is one of the top priorities at ECC. We'd like to take a moment to remind everyone (parents and staff) to remain vigilant at all times when walking and driving in the ECC parking lots.

- Drive slowly and stay alert when you are in the parking lot.
  - Small children can dart out in front of or behind cars. Also, please be on alert for any persons (pedestrians, on bikes or bike trailers, in cars) in the

parking lot.

- Respect the bus signals; it is illegal to pass the bus when the lights are flashing.
  - At all other times, we strongly advise against going around another car as this can further reduce visibility.
- Parking outside of designated marked parking spaces is prohibited.
- Do not leave unattended cars running in the parking lot.
  - Idling engines create unnecessary air pollution.
  - Children are especially vulnerable as they inhale more air in proportion to their weight.
    - The exception to this rule is when temperatures fall below 10 degrees at that temperature vehicles are allowed to idle (especially diesel vehicles) to avoid gas lines from freezing (a common occurrence in Iowa).
- Ensure children are well supervised at all times in and around the parking lot. Please carry or hold a young child's hand when crossing parking lots. Take the opportunity to teach the child to look both ways - left, right, left - before crossing.

### Security Cameras & Access Control

Security systems, including cameras, have been installed on campus. An access control system has been installed at the front entrance of each school building. Ability to enter the school is restricted for the majority of the day. To enter a school building an individual will need to be buzzed in by school personnel. All visitors will be provided a pass to wear while they are in the facility if they are deemed to have a legitimate reason for visiting the facility.

### Sex Offender Registry

*Any person who has been convicted of a sex offense upon a minor who is required to register with the Iowa sex offender registry shall NOT be permitted on the property of ECC without written permission of the center Principal in charge of Early Childhood, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center or public school building.*

Any parent who is identified by the Iowa sex offender registry must have written permission from the Principal in charge of Early Childhood to attend family functions of the center. This written permission will include the following details:

- The precise location in the center where the sex offender may be present.
- The reason for the sex offender's presence at the facility.
- The duration of the sex offender's presence.
- A description of the supervision that the center staff will provide the sex offender to ensure that no child is alone with the sex offender.

The Principal in charge of Early Childhood must be notified one week prior to the event that the sex offender would like to attend. She will discuss the details of the event with the center's DHS Consultant to get clearance for the person attending the event. The



written permission shall be signed and dated by the Principal in charge of Early Childhood and sex offender and kept on file for review by the center's licensing consultant.

*ECC's Principal in charge of Early Childhood is **NOT** obligated to provide written permission. This will be evaluated on a case-by-case basis.*

### **Weather Watches and Warnings**

- During Tornado Warnings, families are not permitted to leave the school building. Families are to shelter in place with students until the administrator in charge has announced an all clear.

## **Guidance Procedures and Policies**

### **Guidance and Discipline**

We believe that all individuals deserve love and respect. Our discipline policy is positive, consistent, and emphasizes the teaching of new skills to reduce and/or replace unwanted behavior through a variety of techniques including; preventive strategies, choices, redirection, and natural & logical consequences. We will follow PBIS (Positive Behavior and Intervention Supports) in all of our classrooms.

When necessary, a supervised "break" away from the group will be used when a child needs to regain control of their emotions or unsafe behavior. The amount of time will depend on the individual child's ability to calm him/her down and regain control. We will discuss with you any significant behavior problems experienced at the center. If you have questions about your child's behavior, please contact the Principal in charge of Early Childhood. Also, please refer to the Guidance and Discipline Handout that you receive from your child's teacher at the center open house in the fall.

We positively guide children's behavior by creating a supportive environment that:

- Focuses on children's strengths
- Encourages adults to form positive, authentic relationships with children
- Makes a commitment to supporting children's play
- Offers plenty of opportunity for children to make meaningful choices
- Uses redirection as a guidance technique
- At times ignores inappropriate behavior
- Has a consistent, yet flexible daily routine
- Provides for both active and quiet times
- Uses positive key phrases to guide children's behavior
- Offers respectful reminders
- Acknowledges each child's individual needs
- Is aware of each child's developmental stage

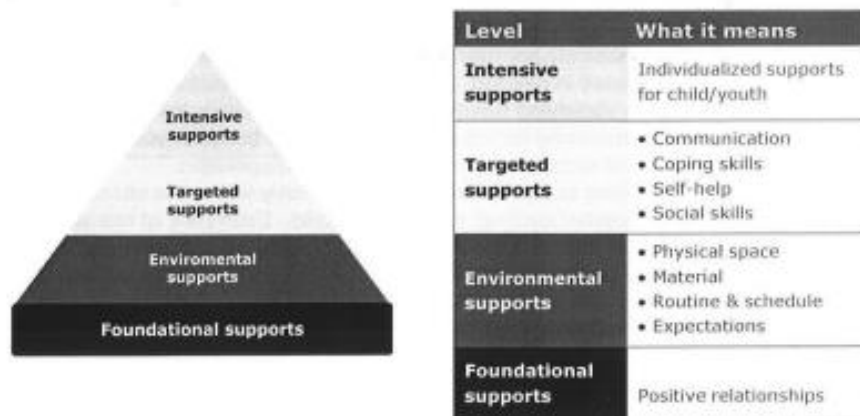
- Adopts a problem-solving approach to conflict
- Facilitates age appropriate expectations
- Positive Behavior Support Strategies are to be utilized. These strategies offer a holistic approach that considers all of the factors that impact on a child and the child's behavior. They can be used to address problem behaviors that may range from aggression, tantrums, and property destruction to withdrawing or repetitive behaviors.

## PBIS Pyramid Model

The College Community School District uses a support pyramid model to understand and respond to behavior. There are three key things to understand about the model:

1. *Behavior is communication.* Children and youth use behavior to tell us what is going on and what they are feeling.
2. *Behavior is tied to relationships and the environment.* Unsafe behavior often occurs because the child is feeling disconnected from other people, is overwhelmed by something that is happening in the environment, or does not have the skills needed to be successful in the activity or interaction.
3. *Behavior is an opportunity.* Behavior is a glimpse into a child's experience and is an opportunity for ECC personnel to teach skills and help children connect in positive ways.

Levels of support: Using a pyramid helps us think about how to build a strong foundation and basis for positive behavior. All children and youth need positive relationships and a supportive environment in order to be successful in a group setting. Targeted supports are built upon the foundation to teach skills children need to communicate and connect with others. The intensive level of the pyramid is where programs develop individualized behavior support strategies.



## Behavioral Guide

Prairie Earth Community School District encourages students to take responsibility for their actions, deal with conflicts and changes, accept responsibility for their actions, and to help children develop techniques to use when upset with another student, staff member, or program expectations.

Staff will use the following techniques with children when guiding their behavior:

- Actively monitor students and prevent negative behaviors from occurring.
- Talk to students about their positive and negative feelings.
- Model and role-play positive and negative behavior situations with students.

When negative behaviors occur, staff will:

- Discuss the incident with all students involved.
- Discuss why he/she acted or reacted in a certain way.
- Discuss what he/she could do differently in the future to handle the situation in a more positive manner (i.e., use your words, talk to an adult, take a break, etc.). Complete BIR (Behavior Incident Report) if warranted.

### **Biting**

- In cases where a mark is left on another child as a result of biting or other injury, the staff will notify both parents as soon as the situation is under control. The staff will complete an incident report listing the details of the incident for the children involved. Documents will be held by the staff until parents pick up. At pick up time, the parent of the individual student will be shown and asked to sign one copy of the report that will be placed in the student's file for documentation.
- In situations where biting occurs, the following first aid procedure will be followed:
  - For a surface bite, ice will be applied to reduce any swelling or bruising.
  - For a bite that breaks through the skin, the area will first be cleaned with soap and water.
    - Bite marks will be bandaged and the child will be monitored for any changes. Should changes occur, the parent will be contacted immediately.

### **Disruptive/Unsafe Behavior or Biting**

If a child does not respond to intervention a Prairie Early Learning Administration or staff will contact the parent. The parent and teacher will then meet to develop an individual plan to meet the needs of the student and the program.

- According to licensing procedures for childcare centers in the state of Iowa [Section 109.7(2)]:
  - Corporal punishment including spanking, shaking and slapping shall not be used.
  - Punishment which is humiliating or frightening or which causes pain or discomfort to the child shall not be used.
  - Punishment shall not be administered because of a child's illness, or progress or lack of progress in toilet training, nor shall punishment or threat of punishment be associated with food or rest.
  - No child shall be subjected to verbal abuse, threats or derogatory remarks about the child or the child's family.

Each program shall have a written policy on the discipline of children, which provides for positive guidance, with direction for resolving conflict and setting of well-defined limits. The written policy shall be provided to team members and parents.

## **Behavior Intervention (BIR) Reports**

BIR reports are sent home when a child engages in the following kinds of behaviors:

- Aggression to another child or adult that results in physical pain or harm to that person (includes kicking, hitting, biting, scratching)
- Running out of classroom, off playground, or from group without responding to the calls of the adult
- Intentionally injuring self in manner that may cause serious harm (severe head banging, biting self)
- Inappropriate language.

BIR's are also completed when a child continues to engage in problem behavior despite efforts to redirect and use alternative skills. When a child receives 3 or more BIR's for the same behavior parents will be contacted and a meeting will be scheduled to discuss additional support and/or behavior modification plans.

## **Suspension/Discharge Policy**

### **Suspension**

- Prairie Early Learning reserves the right to suspend any student from Prairie Early Learning if the student is endangering him/herself, other students, or staff members. A student may also be suspended if a student requires constant one-on-one attention, is inflicting physical or emotional harm to another student or staff, or is not adhering to the behavior guidelines.

### **Parent Notification**

- If a student is not able to adjust to the ECC program, the Prairie Early Learning Administration will notify the parents regarding the situation and request that a meeting be arranged to discuss a solution. If a student does not improve his/her behavior, Prairie Early Learning Administration may recommend that childcare services be terminated.

### **Discharge Policy**

- Prairie Early Learning reserves the right to terminate services at any time. Termination may occur for any of the following reasons, but are not limited to: failure to comply with the fee agreement and/or payment arrangements, unresolved behavior conflict by a child, noncompliance with any of our program policies, or any type of hostile situation. All decisions to terminate services, communication concerning the identified problem and/or appeal or review of the termination shall be handled by Early Learning Administration.

**Per the Iowa Department of Education:** Early childhood programs must report suspension and expulsion of all children as required by Student Reporting in Iowa (SRI), including all children in Statewide Voluntary Preschool Programs and all preschool children with IEPs. This would apply to suspension and expulsion decisions from SWVPP programming made by SWVPP community partners. Early childhood programs must also review their policies and procedures to ensure they have alternatives and

prevention strategies and that they use exclusionary discipline appropriately and equitably.

- First, the parents of a child in a publicly funded early childhood program are constitutionally entitled to notice and an opportunity to be heard before any expulsion or lengthy removal (removal of more than ten days, See, e.g., *Goss v. Lopez* (U.S. Supreme Court, 1975)). These are the same disciplinary protections that children in grades kindergarten through twelve receive.
- Second, children with disabilities in early childhood programs are entitled to additional protections when they are removed from their educational program for disciplinary reasons. IDEA and Section 504 require these protections.
- Third, early childhood programs must implement disciplinary removals in a nondiscriminatory manner. Suspensions and expulsions of children administered in a discriminatory manner may violate Federal civil rights laws. Discipline practices should not disproportionately impact any group of children. For example, for young children with disabilities (or for whom a disability has not been ruled out), the program is obligated to consider the implications of the child's behavioral needs, and the effects of the use of disciplinary removals when ensuring the provision of Free Appropriate Public Education (FAPE). Failure to make behavioral supports available throughout a continuum of placements, including in regular education settings, could result in an inappropriately restrictive placement (and denial of placement in the Least Restrictive Environment).

## **PARENT/FAMILY INVOLVEMENT**

### **Parent Partnership**

- ECC values the importance of parents in our programs and we encourage you to join other parents in the Parent Partnership group. This group is dedicated to working with ECC staff to provide information on the needs of families, support teachers, and help with special events.

### **Volunteers/Visitors**

- We value the unique contributions individuals have to offer our programs and we welcome all opportunities for persons to visit our center and /or volunteer their services. To ensure the safety of our children and the quality of our programs, ALL volunteers must receive prior approval from the Management of ECC, schedule their services in advance, and will be required to fill out several volunteer forms such as the following:
  - Confidentiality Statement
  - Employee/Substitute/Volunteer Statement
  - Communicable Disease Statement
  - Federal Criminal Background Check including FBI Fingerprinting
  - State of Iowa Criminal
  - Background Check

Any individual that places the safety of our children at risk will NOT be allowed to participate in our programs.

Note that background checks and fingerprinting may take up to six weeks to return to the center. No one will be allowed to volunteer until all materials have been authorized and returned to the center by the officials.

**Please refer to the “Unrestricted Access Policy” for more information on the definitions of volunteering and visiting. ALL volunteers and visitors must sign in at the ECC office prior to reporting to the classroom.**

ECC will decide if a volunteer, parent, guardian, or other relative will need unrestricted access by determining the following:

1. Is the person counted in the ratio of adults to children?
2. Is the person charged with care, supervision, and guidance of a child?
3. Does the person have access to a child alone?

If a parent would like to spend time solely with their child, ECC staff will not place this visitor in charge of any other children (i.e. staff will not ask this visitor to give care, supervise, be left alone with or give guidance to any other children). This parent will be asked to read and sign a statement detailing the limitations of their visitor work within the ECC classroom. ECC Management will clearly state that at all times an ECC staff member will be in proximity and supervision of the volunteer and all children, so that the staff member is able to intervene to give the children care and guidance. All other guardians, relatives and persons with custodial care will need to complete the records checks before having access to their relative child in his/her classroom or on field trips.

All staff will refer parents and all other visitors/volunteers to the ECC office where administration will give the parent or visitor/volunteer a copy of this policy, talk through the responsibilities expected, and determine their level of supervision during this visitor/volunteer activity.

#### **Unrestricted Access Policy (DHS Policy)**

- *College Community Early Childhood Center is responsible for ensuring the safety of children at our center and preventing harm by being proactive and diligent in supervising not only the children, but also other people present at the facility, and therefore will NOT allow any unauthorized person to have access to the children at our center.*

Any individual who is not an owner, staff member, substitute, or registered volunteer, parent, guardian, or persons with custodial care shall **NOT** have unrestricted access to the children in care at College Community Early Childhood Center. *“Unrestricted Access” means that a person has contact with a child alone or is directly responsible for childcare.*

## **ECC Student Placement Input from Parents**

- We value the input of parents in our program and appreciate your concerns in the placement of your children into our various classrooms. There are many criteria considered when placing a child in a teacher's classroom. If you would like to provide input and information before we place your child into a classroom, please ask the administration for a Placement Input form at least one (1) month before your child is to move into a new classroom. Your input will be taken into consideration.

## **Appeals and Grievances**

ECC strives to offer the highest quality care to each individual child and family; however situations may arise that cause a parent to be concerned. In this event, parents are encouraged to first talk directly to the staff involved in the situation, asking questions to clarify what happened and why while working together to identify a solution and initiate a manner in which the situation will be monitored to ensure the conflict has been resolved. If parents are not satisfied with the results or if the concern is serious enough to warrant immediate attention of an administrator, parents are encouraged to contact the Early Childhood Principal. Again, with quality as our goal, every effort will be made to work with families to resolve any issues brought to our attention. If you feel that the Principal in charge of Early Childhood does not resolve your issue, your next step would be talking with the Executive Director of Learning Supports.

## **Parent Resources**

ECC is committed to providing quality services to all of our children and families, including empowering children and families to access available resources. ECC has access to a variety of resources available to both parents and teachers. These resources range from handouts and pamphlets to services through Grant Wood Area Education Agency, including the Parent Education Consortium. Please contact your child's teacher or the Principal in charge of Early Childhood if you are interested in utilizing any of these resources.

## **General Disclaimer**

We understand that not all policies and procedures can be applied to all situations. Under such circumstances, the Principal in charge of Early Childhood reserves the right to assess each situation and make decisions regarding the proper course of action.







## Appendix:



To Ensure Quality Learning  
Today For Tomorrow

College Community Early Childhood Center  
401 78th Ave. SW  
Cedar Rapids, IA 52404-7034  
Office: (319) 848-5295  
Fax: (319) 848-5288  
[www.prairiepride.org](http://www.prairiepride.org)

College Community School District  
Established 1954

## **ECC Return To Learn Services**

The ECC provides a safe and fun program for our early childhood and school-age families. We have been taking extra precautions to promote the health and safety of our students, families, and staff.

Please take note of the following policies and procedures:

### **Check-In and Pick-Up**

- Families will be greeted at their classroom door.
- Children and staff will be required to wash their hands immediately upon entering the building and throughout the day.

### **Healthy Environment**

The ECC will:

- Schedule opportunities for students to wash hands frequently.
- Perform enhanced deep cleaning every night.

### **Meal Preparation & Service**

- All surfaces will be disinfected before meals.

## Cleaning, Sanitizing, and Disinfecting Frequency Table<sup>1</sup>

Relevant to NAEYC Standard 5 (Health), especially Topic C: Maintaining a Healthful Environment

Areas	Before each Use	After each Use	Daily (End of the Day)	Weekly	Monthly	Comments <sup>4</sup>
<b>Food Areas</b>						
<b>Food preparation surfaces</b>	Clean, and then Sanitize	Clean, and then Sanitize				Use a sanitizer safe for food contact
<b>Eating utensils &amp; dishes</b>		Clean, and then Sanitize				If washing the dishes and utensils by hand, use a sanitizer safe for food contact as the final step in the process; use of an automated dishwasher will sanitize
<b>Tables &amp; highchair trays</b>	Clean, and then Sanitize	Clean, and then Sanitize				
<b>Countertops</b>		Clean	Clean, and then Sanitize			Use a sanitizer safe for food contact
<b>Food preparation appliances</b>		Clean	Clean, and then Sanitize			
<b>Mixed use tables</b>	Clean, and then Sanitize					Before serving food
<b>Refrigerator</b>					Clean	
<b>Toilet &amp; Diapering Areas</b>						
<b>Changing tables</b>		Clean, and then Disinfect				Clean with detergent, rinse, disinfect
<b>Potty chairs</b>		Clean, and then Disinfect				Use of potty chairs is not recommended, but if used should be cleaned and disinfected after each use.
<b>Hand washing sinks &amp; faucets</b>			Clean, and then Disinfect			
<b>Countertops</b>			Clean, and then Disinfect			
<b>Toilets</b>			Clean, and then Disinfect			

Cleaning, Sanitizing, and Disinfection Frequency Table

Areas	Before each Use	After each Use	Daily (End of the Day)	Weekly	Monthly	Comments <sup>4</sup>
Diaper pails			Clean, and then Disinfect			
Floors			Clean, and then Disinfect			Damp mop with a floor cleaner/disinfectant
Child Care Areas						
Plastic mouthed toys		Clean	Clean, and then Sanitize			
Pacifiers		Clean	Clean, and then Sanitize			Reserve for use by only one child; use dishwasher or boil for one minute
Hats			Clean			Clean after each use if head lice present
Door & cabinet handles			Clean, and then Disinfect			
Floors			Clean			Sweep or vacuum, then damp mop, (consider micro fiber damp mop to pick up most particles)
Carpets <sup>5</sup> and Large Area Rugs			Clean		Clean	Daily: Vacuum <sup>6</sup> when children are not present; clean with a carpet cleaning method consistent with local health regulations and only when children will not be present until the carpet is dry  Monthly: Wash carpets at least monthly in infant areas and at least every three months in other areas, or when soiled
Small Rugs			Clean	Clean		Daily: Shake outdoors or vacuum Weekly: Launder
Machine washable cloth toys				Clean		Launder
Dress-up clothes				Clean		Launder
Play activity centers				Clean		

Cleaning, Sanitizing, and Disinfection Frequency Table

Areas	Before each Use	After each Use	Daily (End of the Day)	Weekly	Monthly	Comments <sup>4</sup>
<b>Drinking Fountains</b>			Clean, and then Disinfect			
<b>Computer keyboards<sup>7</sup></b>		Clean, and then Sanitize				Use sanitizing wipes, do not use spray
<b>Phone receivers</b>			Clean			
<b>Sleeping Areas</b>						
<b>Bed sheets &amp; pillow cases</b>				Clean		Clean before use by another child
<b>Cribs, cots, &amp; mats</b>				Clean		Clean before use by another child
<b>Blankets</b>					Clean	

1 Definitions and table adapted from: American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. *Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs*. <http://cfoc.nrckids.org>.

2 Routine cleaning with detergent (see definition above) and water is the most useful method for removing germs from surfaces in the child care setting. Safer cleaning products are not only less-toxic and environmentally safer, but they also often cost the same or less than conventional cleaners. **Green Seal** and **UL/EcoLogo** are non-profit companies that research and certify products that are biodegradable and environmentally friendly.

3 Sanitizing and disinfecting can be achieved with a solution of chlorine bleach and water. However, the use of chlorine bleach for disinfecting and sanitizing is not a requirement; there are other EPA-approved sanitizing and disinfecting agents that can be used instead of chlorine bleach/water solutions. When purchasing products, look for an EPA registration number on the product label, which will describe the product as a cleaner, sanitizer, or disinfectant. When using sanitizing and disinfecting agents, it is important that manufacture instructions for 'dwell time' (see definition above) is adhered to.

When sanitizing or disinfecting is warranted, staff use EPA-registered least-toxic disinfecting and sanitizing products. The easiest way to find least-toxic cleaning products is to use products that have been tested and certified by a third party group such as Green Seal, UL/EcoLogo, and/or EPA Safer Choice. For alternative methods and products to be used in lieu of chlorine bleach, please refer to the **Green Cleaning Toolkit for Early Care and Education**, a set of resources developed by the EPA.

Follow manufacturer instructions for how to mix chlorine bleach / water solutions for sanitizing and disinfecting. Refer to *Caring for Our Children*, Appendix J, ([http://cfoc.nrckids.org/files/CFOC3\\_updated\\_final.pdf](http://cfoc.nrckids.org/files/CFOC3_updated_final.pdf)) for instructions on how to identify EPA-registered sanitizing and disinfecting products (including chlorine bleach), and how to safely prepare chlorine bleach solutions.

4 In addition to the frequencies listed here, all items should be cleaned when visibly dirty.

5 It is best practice to use alternatives to installed carpets in the child care environment.

6 All area rugs and carpeted areas should be vacuumed with a HEPA filtered vacuum and according to instructions for the vacuum. Use proper vacuuming technique: (1) push the vacuum slowly; (2) do a double pass—vacuum in 2 directions, perpendicular to each other; (3) start at the far end of a room and work your way out (to avoid immediate re-contamination); (4) empty or replace vacuum bags when 1/2 to 2/3 full.

7 "Each Use" of computer keyboards should be defined as use by each group of children, not each individual child. Keyboards connected to computers should be cleaned daily if one group is in the room all day, or after each different group of children uses the room. These guidelines do not apply to keyboards that are unplugged and used for dramatic play.

**CCSD Non-Discrimination Statement:**

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Jeri Moritz, Executive Director of Human Resources, 401 76th Ave SW, Cedar Rapids, IA 52404  
Contact phone: 319-848-5246 or Email: [jmoritz@crprairie.org](mailto:jmoritz@crprairie.org)