



Family Handbook
2021-2022

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, 2021

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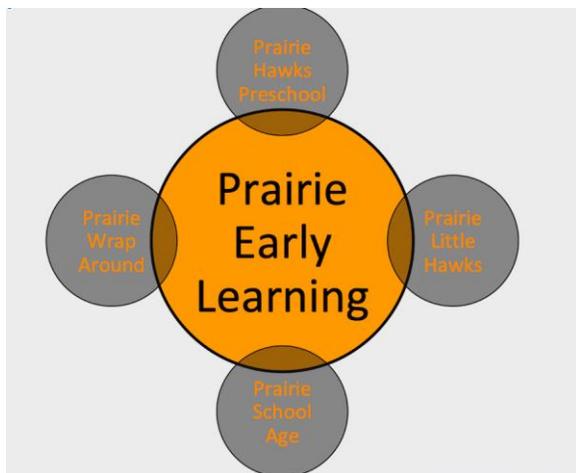
About Our Program

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 and Creek:

- 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
- 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, 2020
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, 2020 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, 2020
Prairie School Age	Available in all Elementary Schools and Prairie Creek	K-6 th 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 area.
- 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 the home culture of students 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, culturally, 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 the 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, 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: prairiepride.org
 Cedar Rapids, IA 52404
 319-848-5296
 Fax 319-848-5288

Early Childhood Principal
 Kathy Schulte
 319-848-5296 ext. 1522
kschulte@crprairie.org

Assistant Director
 Erin Hill
 319-848-5296 ext. 1521
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ECC Billing Specialist
 Hillary Baustian
 319-848-5330
hbaustian@crprairie.org

Preschool Instructional Coach
 Sara Kayser
 319-848-5296

Facebook:
 Prairie Early Childhood Center
 Instagram: [Prairie_ecc](#)

School Age Coordinator
 Whitney Hinrichs
 319-848-5296
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Administrative Assistant/Enrollment
 Specialist
 Jenna Langhurst
 319-848-5296 ext. 1520
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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

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 muscle 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 though put 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 aligning 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, culture, 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) is 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) is 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)

are 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, community service, and global diversity. <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 **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. 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.

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 interactions to identify where a child is at 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.

Ages & Stages Questionnaires®: Social-Emotional, Second Edition (ASQ®:SE-2) – to be completed in the fall is a parent-completed assessment that focuses solely on social-emotional development in young children.

IGDI - IGDI is a Department of Education endorsed literacy 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

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 screenings.

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.

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.

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.

Culturally Sensitive Child Care

Culture is the fundamental building block of identity. Through cultural 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 cultural 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 cultures 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 culturally sensitive childcare:

- Provide Cultural 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.
- Work Toward Representative Staffing-College Community strives to employ caregivers who are of the same culture and who speak the same language as the children served.
- 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 cultures.
- Seek Out Cultural and Family Information-staff are not experts in all cultures, but they make every effort to be knowledgeable in the culture 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 - 6th grade
- Health Information
- Current Certificate of Immunization

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.

****There will be no full-day care for Kindergarteners on the district's designated Kindergarten Round-Up***

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.

ECC TUITION POLICIES AND PROCEDURES

Program Tuition
Effective August 23, 2021
**Prices are subject to change annually.*

Program	Age	Tuition (per child)
Full day Child Development Programs <i>Includes meals</i>	6 wks-2 years	\$212.50 weekly
Full day Child Development Programs <i>Includes meals</i>	2 year old room	\$192.50 weekly
Full day Child Development Programs <i>Includes meals</i>	3 year old room	\$182.50 weekly
Wrap-Around Care Prairie Hawks Preschool & Alternative Kindergarten <i>Includes Meals</i>	Wrap-Around Care for 4 year old preschool program M-F 6:30 am -6:00 pm	\$158.00 weekly
	Wrap-Around Summer Care M-F 6:30am-6:00pm (separate program—sign-up needed)	\$168.50 weekly
School Age Day Care Program for K-6		K-4 5-6
	Before school care	\$63.50 weekly
	“No-School” days	\$21.00/day
	After school care	\$63.50 weekly
	“No-School” days	\$21.00/day
	Before & After school care	\$113.50 weekly
	“No-School” days	\$11.00/day

	Summer camp (Includes meals)	\$157.00 weekly \$105.00/Summer Activity Fee for summer Non- Refundable
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Miscellaneous Tuition

Program	Age	Tuition (per child)
<i>Enrollment Deposit</i>	ALL	Equal to One Week's Tuition Non-Refundable Enrollment deposit will be applied to the child's first week of tuition each year.
<i>Slot Reservation</i>	ALL	85% of regular weekly tuition rate per program

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 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. Exceptions will only be made by the Early Childhood Principal or Assistant Director. If you do not start your child when the program begins, you will still be responsible to pay for those weeks. **Start date for 20-21: August 31, 2020**

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 assessed 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 cancelled, 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 fee 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 summer tuition rate will be charged if the family wants to save the child's spot in the program. 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. A Pandemic slot reservation fee is available at 75% of the regular tuition.

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 and cash for payment of tuition. ECC is unable to process credit cards and automatic withdrawals at this time. Many banks in the community do offer Bill Pay where they will automatically mail ECC a check each week.

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 to paying tuition fees out of pocket.

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. 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.



ECI (Early Childhood Iowa) Grant is available for a limited number of 4-year-old students that meet income requirements. These funds are available for only wrap around slots for the 4-year-old preschool wrap around rooms. Please see the ECC Office for details.

Shared Visions Grant is available for a limited number of 4-year-old students that meet income requirements. These funds are available for the Shared Visions 4-year-old preschool room 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 is available at https://docs.google.com/document/d/14Xhd1wFnNKZoGseYlcJEa_8vqZxYeMjIP5ofQNAhWzQ/edit?ts=60f826c3

Preschool and Head Start classes follow the District (K-12) calendar. Available at [file:///Users/kschulte/Downloads/2021-2022-CCSD-District-Calendar \(5\).pdf](file:///Users/kschulte/Downloads/2021-2022-CCSD-District-Calendar%20(5).pdf)

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 trainings. 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 throughout the schools in advance for parents to make other childcare arrangements. The calendar is also available at http://www.prairiepride.org/search/calendar/aag_2020_21.pdf

*Advanced notice of program closings will be posted in each classroom.
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 cancelled. 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 6:00am. If this occurs, ECC will provide updated information on the District website, www.prairiepride.org. In addition, the district will strive to post information on local news station, KCRG Channel 9 & KWWL Channel 7.

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 cancelled. ECC and 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 assessed.

School Closures

In the event that College Community School District closes for the day due to weather, all preschool classes will be cancelled. ECC and Before and After School Programs will make every attempt to remain open. On days when school is cancelled 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.prairiepride.org. In addition, the district will strive to post information on local news station, KCRG Channel 9 and KWWL Channel 7.

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 by the classroom 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 (with the exception of the Shared Visions classroom that starts at 9:00), by 8:50 or 12:50 for ½ Day Preschool students. 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: 8:40 - 11:30 T,W,Th,F
- PM: 12:45- 3:35 T,W,Th,F
- Shared Visions: 8:30 - 3:30 T,W,Th,F
- Head Start: 8:00-3:00 T,W,Th,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 individual 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 should have identification with them. Parents/guardians and authorized individuals will be asked to show identification when buzzing into the building. 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 insure that you arrive on time to pick up your child from their program. Child-care staff often plans activities after work hours and expect 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 \$1.00 per child, for every minute one is late. Fees for late pick-up will be added to the next bill of tuition and **MUST** be paid when the next payment is made. 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 one week. 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 refilled 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.

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, Childcare Resource and Referral, Somersaults, Iowa State Extension, Little Sports, Somersaults, Cedar Rapids Public Library, Ely Public Library, Kirkwood Community College, Iowa Department of Human Services, Westdale Bowling, Channel 9 News, IAEYC 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 concern 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 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.

Volunteering in the Classroom

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.

Meals

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.

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

College Community School Districts meal services and ECC provides 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. ***If your child arrives after 9:00 am (when lunch count is taken) a lunch may not be ordered for them. Please call ahead to let the staff know your child will be arriving late, so that a lunch can be ordered for them.***

During no school days or Summer Camp program, breakfast and lunch will be provided for school age children.

If sending a lunch from home with your child, please make sure their meal meets the USDA guidelines which are the following: meat/meat alternative, fruit, vegetable, grain/bread, milk (juice can be used).

Snacks:

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

Menus:

Menus will be posted in your child's classroom and are available upon request.

Dietary Restrictions

If your child requires a special diet and is unable to eat an item(s) on the menu, please discuss it with the Early Childhood Office. We will provide you with an Allergy/Dietary Restrictions form for you and your doctor to fill out. Special medical/health diets require written instructions from a doctor, including substitutions. We are willing to work with you and your doctor to meet your child's special dietary needs. Religious or personal preferences may be made if a parent provides written instructions. ***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.

Food from home (not medically related):

ECC discourages food brought from home or other venues to eliminate disruption in our programs.

Birthday/Holiday Treats/Sack Lunches

On occasion, families and children will want to celebrate a special event with food. In addition, some school age children may choose to bring a sack lunch from home on no school days or during Summer Camp. It is required that you send in nutritional items such as fresh fruit, cheese sticks, pudding cups, etc. *Birthday/holiday treats from home MUST may be age appropriate party favors.* Please notify your child's teacher in advance if you take advantage of these opportunities.

Classrooms with students who have life threatening allergies may have more specific guidelines.

Celebrations/Holidays

College Community Early Learning classrooms will recognize and/or expose children to various holidays. Holidays 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.

<https://idph.iowa.gov/Portals/1/Files/HCCI/weatherwatch.pdf>

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 will 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.

Fundraising

ECC provides additional opportunities for parents to support their child in daycare by hosting fundraising opportunities 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.*

HEALTH POLICIES

Common Child Illnesses and Exclusion Criteria for Education and Child Care Settings

Sick and Exclusion

ECC provides programming for healthy children. If a child becomes ill during the day, the parent will be contacted. We ask that the child be picked up **within the hour**.

Temporary exclusions are designed to prevent the spread of disease and enable children to obtain the care and attention they need.

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.
- Caregiver inability to provide care for the child without compromise of care for the other children in the group
- Specific symptoms and diseases that warrant temporary exclusion from child care

Conditions/symptoms that do not require exclusion:

- a. Common colds, runny noses (regardless of color or consistency of nasal discharge)
- b. A cough not associated with fever, rapid or difficult breathing, wheezing or cyanosis (blueness of skin or mucous membranes)
- c. Watery, yellow or white discharge or crusting eye discharge without fever, eye pain, or eyelid redness
- d. Yellow or white eye drainage that is not associated with pink or red conjunctiva (i.e., the whites of the eyes)
- e. Fever without any signs or symptoms of illness in children who are older than four months regardless of whether acetaminophen or ibuprofen was given. For this purpose, fever is defined as temperature above 100.4 degrees F (38 degrees C) by any method. These temperature readings do not require adjustment for the location where they are made. They are simply reported with the temperature and the location, as in "100.4 degrees in the armpit/axilla"

We will ask parents to pick up their child **AND** request that the child remain at home if he/she exhibits any of the following symptoms:

- Fever-100.4 degrees
- Vomiting
- Unexplained diarrhea, when it cannot be explain by a reaction to medication or a specific food. Diarrhea is bowel movements that are watery, loose, and unformed. (1) Child has illness related symptoms and loose stools (2) is runny or so large in volume it does not stay in the child's diaper, (3) older child cannot reliably get their stool into the toilet
- Red, inflamed, draining eyes or ears

- Unidentifiable skin eruptions or undiagnosed rash
- Difficult or rapid breathing, wheezing, uncontrolled coughing
- Evidence of a possible communicable disease
- Mouth sores with drooling, unless a health care provider has determined that the child is non-infectious.

Children may not attend school if they have had fever, diarrhea or vomiting within the last 24 hours and must not return until they are free of the above symptoms for 24 hours.

The following guidelines are enforced for these contagious diseases:

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.
COVID-19	Yes	10 days after symptoms start and 24 hours with no fever and improved symptoms or 10 days after positive test (if no symptoms)
Diarrhea (infectious)	Yes (There are special exclusion rules for E.coli 0157.H7, Shigella and cryptosporidiosis)	When diarrhea stops and 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 toileted 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 child meets other exclusion criteria.	Child does not need to be excluded unless health care provider or public health official recommends exclusion. Resolution of all exclusion criteria.
Fifth Disease	No, unless child meets other exclusion criteria.	If excluded due to other presence of other exclusion criteria, resolution or exclusion criteria

German Measles/Rubella	Yes	A child may return to school seven days after the rash begins.
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 here: https://www.cdc.gov/parasites/lice/head/treatment.html
Hand and Mouth	No, unless child meets other exclusion criteria. Or is excessively drooling with mouth sores.	A child may return to school when he/she has been fever free for 24 hours and the blisters have all dried. A child may return with a doctor's note.
Hepatitis A		A child may return to school one week after the illness has started and he/she is fever free for 24 hours.
Impetigo	Yes, exclude at the end of the day if blisters can be covered.	After child has been seen by the doctor, after 24 hours on antibiotic, and blisters are covered.
Influenza	Yes	When child is fever free for 24 hours and resolution of exclusion criteria.
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	Child may return after 5 days of antibiotics and resolution of exclusion criteria.
Ringworm	No, unless child meets other exclusion criteria	Treatment of ringworm infection may be delayed to the end of the day. Child may be readmitted after treatment has begun. Cover lesion(s) if possible. Do not share

Strep Throat	Yes	Treatment of ringworm infection may be delayed to the end of the day. Child may be readmitted after treatment has begun. Cover lesion(s) if possible. Do not share
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 classroom staff and the Principal in charge of Early Childhood or Assistant Director.

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 to 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.

Often times 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 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 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.

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

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)

Emergencies

ECC staff is capable of responding to emergency situations and providing treatment for minor injuries. All staff receives certification in first aid and CPR within 6 months of employment 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, doctor of osteopathy, physician’s IAC.

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.

Religious Exemption

Religious exemption. Nothing in this rule shall be construed to require medical treatment or immunization for staff or the child of any person who is a member of a church or religious organization, which has guidelines governing medical treatment for disease, that are contrary to these rules. In these instances, an official statement from the organization shall be incorporated in the personnel or child's file.

Immunization Policy

Per the Iowa Department of Human Services, a Certificate of Immunization must be given to the licensed childcare 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 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 childcare 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 childcare 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 childcare center or school the child attends. A religious exemption may be granted if immunizations conflict with a religious belief and is 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 childcare center or school the child attends

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 between the hours of 9:00-3:00. 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 completed on a case-by-case basis.

Weather Watches and Warnings

During tornado watches and high wind advisories classrooms located within the portables will be relocated inside the main school building.

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

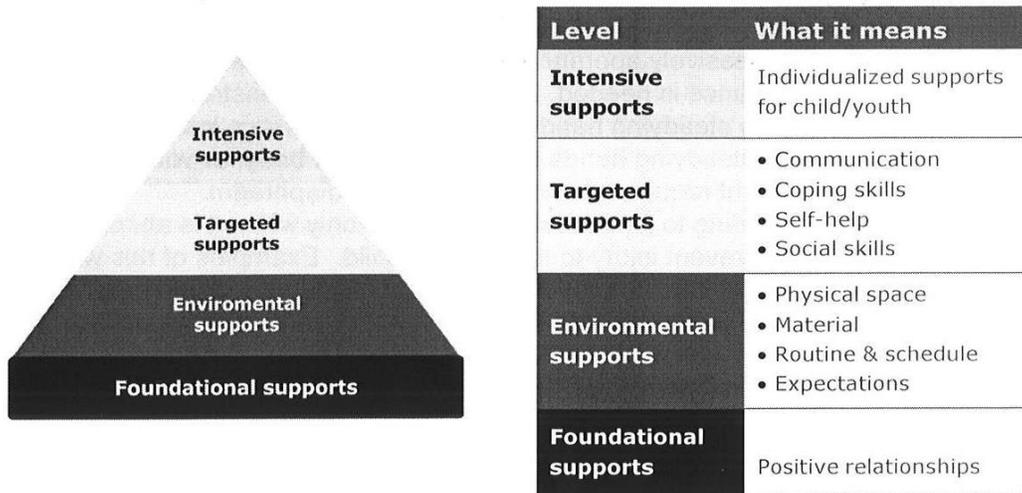
College Community School District uses a support pyramid model to understand and respond to behavior. There are three key things to understand about the model:

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. Mid level supports are built upon the foundation to teach skills children need to communicate and connect with others. The top level of the pyramid is where programs develop individualized behavior support strategies.



Behavioral Guidelines:

Prairie Early Learning’s goal is to provide support and guidance to help students deal with conflicts and changes, accept responsibility for his/her actions, and to help your student develop techniques to use when upset with another student, staff member, or program expectations.

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

- Actively monitor student 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.

B.) 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.

C.) 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 parent 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 students' file for documentation.

D.) 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 mark will be bandaged and child will be monitored for any changes. Should changes occur, the parent will be contacted immediately.

E.) Disruptive/unsafe behavior or biting, which does not respond to intervention, will require Prairie Early Learning Administration or staff to 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.

F.) 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)

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 supports and/or behavior modification plans.

Suspension/Discharge Policy

1. 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 conforming to the behavior guidelines.
2. 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.
3. 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.

- 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:

1. Confidentiality Statement
2. Employee/Substitute/Volunteer Statement
3. Communicable Disease Statement
4. Federal Criminal Background Check including FBI Fingerprinting
5. 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 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. Sometimes the ECC administration needs to designate between several classrooms of one age range as to where a child is placed. 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. It is further encouraged that parents work with staff towards resolution. 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

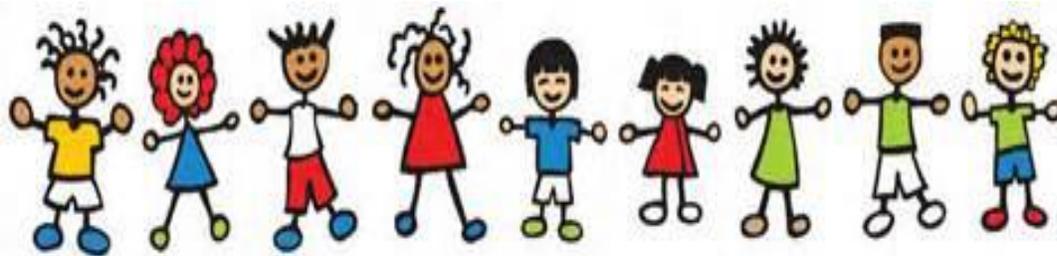
resolve your issue, your next step would be talking with the Executive Director of Learning Supports.

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

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. Teachers will greet the child and parent at the door and transition the child into the classroom.
- Children and staff will be required to wash their hands immediately upon entering the building and throughout the day.
- All students and staff will be temperature checked prior to entering the ECC classroom setting.

Healthy Environment

The ECC will:

- Stagger passing times to eliminate intermingling.
- Schedule opportunities for students to wash hands frequently.
- Perform enhanced deep cleaning every night.
- Will provide staff access to, masks, anti-bacterial hand sanitizers, and disposable gloves.
- All students and staff will be temperature checked prior to entering the ECC classroom setting.

Meal Preparation & Service

- All surfaces will be disinfected before meals.
- Each child's meal will be plated and served by staff, instead of served family-style.

