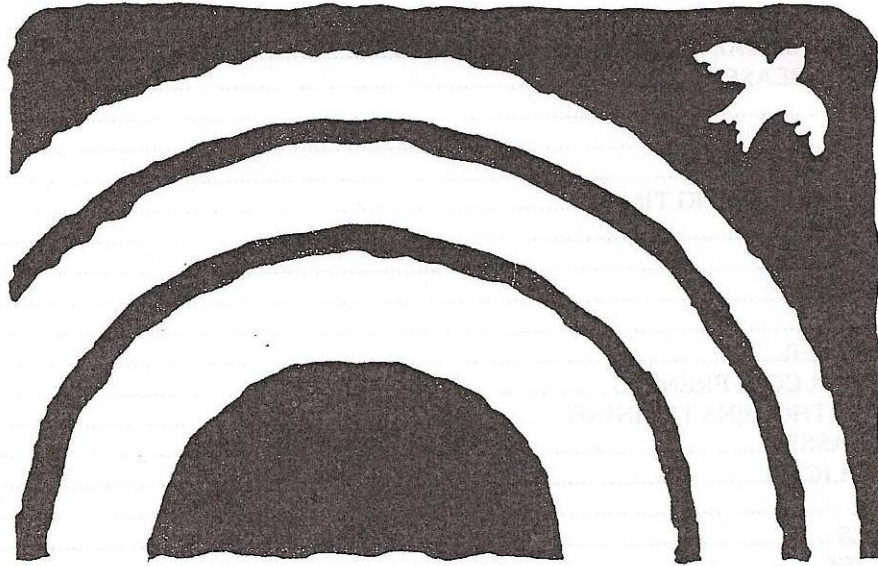


**2011-2012
PARENT
HANDBOOK**

Christ The King



Christian Preschool

“Beginnings to Last a Lifetime”

**325 Mormon Trek Blvd.
Iowa City, Iowa 52246-1744**

**Office: 319-930-9988
Fax: 319-358-9411**

Website: <http://www.ctklutheranic.org/preschool.html>

Preschool's email: ctkpreschooliowacity@gmail.com

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TEACHERS

Tammi Anderson, Director/Teacher
Sarah Moore, Head Teacher
Johanna Fiedorowicz, Aide

2011-2012 PRESCHOOL BOARD MEMBERS

Erika Billerbeck, Chair	
erikabillerbeck@gmail.com	Phone 530-1282
Amy Frank, Vice Chair	
Johanna Fiedorowicz, Registrar	
Patricia, Buchholz, Fin. Secretary	
Mark Kistler, Treasurer	
Janis Deyak, Publicity	
Lindsay Johnson, Rec. Secretary	
Jorie Shire, Member At-Large	

2011-2012 SCHOOL CALENDAR

Sneak Preview Days:	August 18 & 19, 2011
First days of school:	August 22 & 23, 2011
Labor Day – No School:	September 5, 2011
Class & Individual Pictures:	November 1 & 2, 2011
Thanksgiving Break – No School:	November 23, 24 & 25, 2011
Christmas Break – No School:	December 21, 2011– January 3, 2012
School starts:	January 4 & 5, 2012
In-service Day – No School:	January 16, 2012
Parent/Teacher Conferences – No School:	January 25, 26, & 27, 2012
Registration for current students & siblings and children of church members:	February 1, 2012
Make up days for conferences due to unforeseen circumstances (weather, teacher ill):	February 1, 2, 3, 2012
Registration open to the public	February 15, 2012
Presidents' Day – No School:	February 20, 2012
Spring Break – No School:	March 12 - 16, 2012
Last Days School:	May 3 & 7, 2012, 9:15-11:15 (Note time change)

2011-2012 Tuition Payment Schedule

The Annual Tuition is divided into 9 equal parts.

Date Due	Amount Due		
	T/TH classes	M/W/F classes AM	M/T/W/T/F classes
1. August 1, 2011	\$130	\$190	\$320
2. September 1, 2011	\$130	\$190	\$320
3. October 1, 2011	\$130	\$190	\$320
4. November 1, 2011	\$130	\$190	\$320
5. December 1, 2011	\$130	\$190	\$320
6. January 1, 2012	\$130	\$190	\$320
7. February 1, 2012	\$130	\$190	\$320
8. March 1, 2012	\$130	\$190	\$320
9. April 1, 2012	\$130	\$190	\$320

Addressed payment envelopes are included with each month's newsletter.

The address is: Patricia Buchholz
1138 Flagstaff Drive
Iowa City, IA 52246
Email: preschoolfinsec@gmail.com

If you need a receipt for any reason please let the Financial Secretary know at the phone number above.

Upon registration, the parents will sign a preschool/parent contract.

Contract begins on the next page.

Christ the King Christian Preschool
Contract for Parent/Preschool
2011-2012 Tuition Payment Schedule

Date Due	Amount Due		
	T/TH classes	M/W/F classes AM	M/T/W/T/F classes
1. August 1, 2011	\$130	\$190	\$320
2. September 1, 2011	\$130	\$190	\$320
3. October 1, 2011	\$130	\$190	\$320
4. November 1, 2011	\$130	\$190	\$320
5. December 1, 2011	\$130	\$190	\$320
6. January 1, 2012	\$130	\$190	\$320
7. February 1, 2012	\$130	\$190	\$320
8. March 1, 2012	\$130	\$190	\$320
9. April 1, 2012	\$130	\$190	\$320

Addressed payment envelopes are included with each month's newsletter.

The address is: **Patricia Buchholz**
1138 Flagstaff Drive
Iowa City, IA 52246

Handbook is on the Website: <http://www.ctlutheranic.org/preschool.html>

SCHOOL CALENDAR

- **Starting date: Aug 18, 19, 2011 (Sneak Preview days)**
- **Ending date: May 3 and 7, 2012**
- **Our school year, holidays, vacations, and snow days coincide with those of the Iowa City public schools. We observe the Good Friday holiday and the day before Thanksgiving. We do not make up any bad weather days or any sessions cancelled due to unforeseen circumstances.**

ANNUAL TUITION

- **Preschool tuition has been divided into nine equal payments. The first payment August/May is combined as one payment due August 1, 2011. The tuition payments throughout the remainder of the school year are the same each month regardless of the number of days of school in session or causes for temporary withdrawal, such as family vacations, illness, injuries, or bad weather. There is no prorating for any reason. Even if you start later in the year you will pay August/May tuition. This is necessary as our operating costs continue, and a space is saved for your child. If you need a receipt for any reason (work, taxes, etc.) include a self addressed stamped envelope with your tuition check.**
- **The tuition payment, due the first of each month, is to be sent to the finance Secretary at her or dropped off at the preschool. Tuition payments are not accepted at the church office. Make checks payable to "Christ the King Christian Preschool". See tuition payment schedule above. Tuition is due, based on the above schedule. If payment is late (after the 5th of the month), a \$20.00 late fee will be added per month.**

- If tuition is not paid promptly each month, the Preschool Board of Directors will decide on appropriate action, and your child may be asked to withdraw from preschool.
- Because the annual preschool tuition has been divided into nine (9) equal parts, we expect you to give four (4) weeks notice before withdrawing your child from the preschool for any reason. Please inform the Head Teacher, Registrar, and Treasurer as soon as possible. The August/May tuition (which was paid by August 1) IS NOT REFUNDABLE.
- If your child is temporarily withdrawn from preschool for an extended family vacation or lengthy illness or injury, you may insure that your child will be re-admitted by paying all tuition due during the child's absence. Our operating costs continue, and in order to save a place for your child, we must have your tuition payment. If you do not wish to pay, your child's place in her/his class will be filled if a child is waiting to be enrolled.
- In the event that a class does not have adequate enrollment to open, you will be notified by July 1st and your registration fee will be refunded.

ARRIVAL AND DISMISSAL

- Please, for safety's sake, park your vehicle on the paved parking area and walk your child to and from the preschool door.
- We ask that you observe the class times strictly. The teachers plan for each class time to be full of activity, so do not deprive your children by bringing them late or picking them up early.
- Arrival and pick up times are 8:45 –11:15. Due to early arrival or late pick up, a fee of \$1.00 per minute will be charged. This fee is given to the Director at the time of late or early arrival.

WITHDRAWAL

- If your child is not yet ready for the group experience, or if her/his needs are not best met in the preschool setting, or if he/she is not totally potty trained, our teachers will request a confidential conference with you. We reserve the right to ask you to withdraw your child from the preschool if it is deemed appropriate.
- If you feel your child's needs are not being met by her/his preschool experience, please ask the teachers for a conference and they will be happy to discuss the matter with you.

I have read the above guide lines and agree to abide by these preschool policies. (Please sign and return with your \$50.00 nonrefundable deposit and registration/emergency form. One copy is for you.)

Signature _____ **Date** _____

*Please send one signed contract to the Registrar and keep the other copy for your records.

Send to:

Johanna Fiedorowicz
1908 Farrel Drive
Coralville, IA 52241
319-351-1020

*e-mail: ctkpreschooliowacity@gmail.com

I. OUR PURPOSE

“Beginnings to Last a Lifetime”

- A. We will provide a Christian setting for learning and growing. This program is not to take the place of the Sunday School program at your church, but it is intended to expand your child's perception of God in her/his daily activities and environment. No specific church doctrine is included, but Christ's daily presence in our lives is taught informally, at the children's level of understanding.
- B. We will provide experiences to aid in forming favorable attitudes toward others by helping each child learn to: function well in a group, listen to others, wait for her/his turn, assume responsibility, cooperate, and be a good leader and a good follower.
- C. We intend to stimulate your child's interest in the amazing world around her/him through mental, physical, spiritual, and social experiences.
- D. We will encourage your child to feel very, very good about herself or himself.

II. CURRICULUM

- A. Our program includes short Bible stories, Christian songs, and short prayers, along with varied activities in language arts, music, science, social studies, physical development, and creative art.
- B. Our units include: letters, colors, numbers, shapes, holidays, animals, safety, manners, self-concept, hygiene, and nutrition.
- C. The preschool equipment has been chosen to encourage both structured and unstructured activities.
- D. Field trips are sometimes taken during the school year. Resource people are brought into the school to work with the children.
- E. If this is your child's second and/or third year at preschool there will be some repetition, but many different activities will also be introduced. Remember learning is an ongoing process with a lot of repetition (example: the number of years addition facts are repeated?)

III. OUR ROUTINE (approximate time)

- 8:45 Greet children - Health Check
- 8:55 Call children to calendar (shorter time in Fall) During this time we do a variety of quiet and active activities: A Prayer, Today is, Weather, Story, Finger plays, Songs, Bible story, Puppets, Me Poster, Language Arts, Science, the ABC's, Numbers, Spanish, Show and Teach, etc.; Explain art
- 9:30 Art
- 9:45 Activity time
(Different activities set out for children)
- 10:15 Clean-up time; Pick up toys, etc.
Bathroom time

- 10:30 Prayers, Snacks, Learning sign language
- 10:45 During nice weather: story, outside play
During bad weather: games, story inside
- 11:15 Dismissal

IV. CLASS INFORMATION

- A. Each class is limited to 20 children per class. They meet for 2 1/2 hours either two or three days a week. Children may attend five mornings.
1. The Tuesday/Thursday morning class meets from 8:45 to 11:15 a.m.
 2. The Monday/Wednesday/Friday morning class meets from 8:45 to 11:15 a.m.
- B. Our school year, holidays, vacations, and snow days coincide with those of the Iowa City public schools. However, we observe the Good Friday holiday. We do not make up any bad weather days, or other days missed.
- C. If your child is ill or will be absent for any reason please call the preschool at 930-9988 after 8:15 a.m. Thank you! If your child has strep throat or chicken pox and they may have exposed other children please tell her. Please keep your child home 1 day after fever free, coughing free, and vomiting free.

V. ENROLLMENT

- A. Registration begins February 1 for members of Christ the King Church and currently enrolled preschool students and their younger siblings. Registration opens to the public February 15.
- B. To enroll in Christ the King Christian Preschool, complete registration forms and preschool/parent contract, along with a \$50.00 **non-refundable** fee to be sent to the Registrar. When filling an opening in the class, the Registrar will expect an answer of yes or no within 48 hours of the first phone call.
- C. The following enrollment requirements have been established in order to comply with the State licensing standards and laws.
1. Your child must be three years old and potty-trained to enroll in classes.
 2. Your child cannot be attending kindergarten.
 3. Parents must provide the preschool with:
 - a. Health information form signed by a physician, (the exam should be given within the last six months)
 - b. A certified immunization record card signed by health official and the parent. All vaccinations listed on the Iowa Department of Public Health Certificate of Immunization under "Licensed Child Care Requirements 24 months and older" must be completed prior to enrollment.

- c. A registration and emergency information sheet and preschool/parent contract signed and returned.

All forms will be held confidential. Completed forms must be on file with Christ the King Preschool **prior to your child attending school to be in compliance with Iowa State Law.**

4. After a serious illness or other medical situations (pinkeye, poison ivy, chicken pox, etc.), a medical clearance statement must be provided to the preschool before the child can be re-admitted.
5. Teachers must be notified of any change in address, phone number, name, emergency number, etc.

VI. TUITION

- A. The annual preschool tuition has been divided into nine equal payments. The first payment August/May is combined as one payment due August 1. The tuition payments throughout the remainder of the school year are the same each month regardless of the number of days of school in session or causes for temporary withdrawal, such as family vacations, illness, injuries, or bad weather. There is no prorating for any reason. If you start mid-year, you will still pay August /May tuition. This is necessary as our operating costs continue, and a space is saved for your child. At registration time, parents will sign a contract with the preschool pertaining to preschool policies.
- B. The tuition payment, due the first of each month, is to be sent to the Finance Secretary at the address listed on the tuition envelope, or see the address in the Tuition Schedule section on page 4. Tuition payments may also be dropped off at the preschool. Tuition payments are not accepted at the church office. Make checks payable to "Christ the King Christian Preschool". See tuition payment schedule on page 4. If payment is late (postmarked after the 5th of the month), a \$20.00 late fee will be added per late month.
- C. If tuition is not paid promptly each month, the Preschool Board of Directors will decide on appropriate action, and your child may be asked to withdraw from preschool. If you need a receipt, please tell the Finance Secretary.

VII. WITHDRAWAL

- A. If your child is not yet ready for the group experience, or if her/his needs are not best met in the preschool setting, or if your child is not totally potty-trained, our teachers will request a confidential conference with you. We reserve the right to ask you to withdraw your child from the preschool if it is deemed appropriate.
- B. If you feel your child's needs are not being met by her/his preschool experience, please ask the teachers for a conference and they will be happy to discuss the matter with you.
- C. Because the annual preschool tuition has been divided into nine (9) equal parts, we expect you to give four (4) weeks notice before withdrawing your child from the preschool for any reason. Please inform the Head Teacher, Registrar, and Treasurer as soon as possible. The August/May tuition (which was paid by August 1) **IS NOT REFUNDABLE.**
- D. If your child is temporarily withdrawn from preschool for an extended family vacation or lengthy illness or injury, you may insure that your child will be re-admitted by paying all tuition due during the child's

absence. Our operating costs continue, and in order to save a place for your child, we must have your tuition payment. If you do not wish to pay, your child's place in her/his class will be filled if a child is waiting to be enrolled.

VIII. ARRIVAL AND DISMISSAL

- A. Please, for safety sake, park your vehicle on the paved parking area and walk your child to and from the preschool door. Please hold your child's hand and do not walk behind a parked car. Teachers park by the playground area to give our parking lot a buffer zone (safety zone) for arrival and pickup of the children.
- B. We ask that you observe the class times strictly. The teachers plan for each class time to be full of activity, so do not deprive your children by bringing them late or picking them up early.
- C. Keep in mind that if your child has a very rushed morning or is excited, she/he may take awhile to calm down at preschool. It is best if your child has plenty of time at home to eat breakfast and dress without rushing before preschool.
- D. The teachers love to visit with the parents, but please remember that their first responsibility is to the children if your conversations must be interrupted or cut short.
- E. Parents should always check the children's cubbies to collect all their things. There is usually something to take home. Also, a frequent check of the lost and found articles is a good idea. Please tell the teachers if something is missing as soon as possible.
- F. Parents should regularly check the parents' bulletin board to keep abreast of preschool happenings.
- G. Arrival and dismissal times are 8:45 –11:15. Due to early arrival or late pickup a fee of \$1.00 per minute will be charged. This fee is given to the Director at the time of late or early arrival.
- H. The teachers balance the class activities between active and quiet, usually alternating them in order to hold the children's interest for the 2 1/2 hours. Some children, after being away from their parents for 2 1/2 hours, will be quite "wound up" when they come home. They need your attention; they are saying, "I'm here now and glad to be home with you." It is also common for children to say "nothing" when asked what they did in preschool. Each day is really filled with new learning activities. Many times your child's new knowledge and awareness will become evident when you least expect it, instead of at the time you ask her/him about preschool.
- I. Inspect your child before she/he leaves for school and keep home if she/he shows any abnormal symptoms such as swollen gland, inflamed eyes, sore throat, rash, ear aches, headache, diarrhea, infected sores, upset stomach, fever, itchy scalp, etc.

Please inform the teachers of any contagious diseases your child has, since this may affect other children at preschool, and keep him/her home until completely well.

PLEASE REFER TO THE COMMUNICABLE DISEASE CHART AT THE BACK OF THIS HANDBOOK.

IX. COMMUNICABLE DISEASES

The Board of Directors believe any student in the preschool with a communicable disease should be allowed to attend class as long as they are physically able to perform the tasks and their attendance does not create a substantial risk of transmission of the illness to other students or employees in the preschool.

Christ the King Board of Directors recognizes that the transmission of a communicable disease may be of greater risk for persons with certain medical conditions, i.e., an immuno-compromised status. These special conditions may involve consultation with health care professionals when assessing continued attendance at Christ the King Preschool.

It will be the responsibility of the Chairperson of the Board to notify the proper authorities, such as the Iowa State Department of Health, in accordance with Iowa law, when it is found that a communicable disease exists in the school setting. The Health Department may be requested to convene an Advisory Committee to review the case and to provide recommendations regarding the permissibility of continued attendance of the student in the regular classroom. It shall be the responsibility of the Chairperson of the Board to develop procedures for excluding students with a communicable disease from attending school. These procedures shall be based on recommendations from public health agencies and the U. S. Public Health Center for Disease Control.

The Board realizes the importance of others knowing which students in the preschool have a communicable disease. However, this must be weighed against the privacy and confidentiality rights of the student. Public concern regarding communicable diseases is neither an excuse nor a defense for the violation of the privacy rights of students who have or are rumored to have a communicable disease. Health data is regarded as private data, and it is not to be disseminated to the public, to the students, or to the employees in school without strict observance of data privacy rights. It shall be the responsibility of the chairperson of the Board to develop procedures that will respect the student's privacy rights. Knowledge that a student has a communicable disease will be limited to the Board, the teachers and to whomever else the Advisory Committee recommends.

The Board believes that a well-informed public of citizens, employees, and students utilizing good hygiene practices will minimize the risk of transmission of disease while protecting the rights of any infected students. It will be the responsibility of the chairperson of the Board in conjunction with the Head Teacher to keep the public, staff, and students informed about all communicable diseases and related issues. (See further information - rules and regulations for communicable diseases)

A student will be excluded from preschool when the student's condition has been determined to be injurious to the health of others or when the student is too ill to attend school. The health risk to an immuno-compromised student attending school shall be determined by their personal physician. The health risk to others in the school environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by public health officials. The Chairperson of the Board may require medical evidence that students with a communicable disease are able to attend school.

X. CLOTHING

- A. The children should wear washable, comfortable play clothes. Outdoor activities are planned if the weather permits, so please dress your child accordingly. In the winter, the children should wear long sleeves or sweaters, as it can become cool in the building.

- B. All items of clothing which may be removed at preschool, such as sweaters, jackets, mittens, boots, hats, coats, and snow pants should be marked with the child's name. This also applies to umbrellas, purses, tote bags, and sharing items.

XI. SNACKS

- A. All parents are asked to bring a snack for their child's class on a rotating basis with the frequency varying according to class size. You will receive a monthly snack calendar. Please bring enough to serve the entire class plus five extra. Any nutritious, but simple, snack and drink will be appreciated. We are a peanut free facility.
- B. On your child's snack day, please also bring napkins, 5 oz. waxed or plastic kitchen cups, and paper plates (plastic spoons if needed).
- C. We will schedule a snack day for your child's birthday as close to their special day as possible.
- D. Your child will help serve the snack she/he brings. If possible, let your child help you select and prepare the snack. This is a special day for her/him, and the children really do enjoy the sharing experience.
- E. If your child is ill on his/her day you may bring snacks, trade with someone, or let the preschool furnish snacks, then replenish our snack supply. If the snack day was to celebrate your child's birthday you may bring snacks the next time and we will celebrate his/her birthday. Just let us know please. If school is cancelled for any reason your child may bring the snack the next session.

XII. TOYS

We ask that you do not let your child bring toys to preschool. They may get broken or misplaced, and can be a distraction during planned activities.

XV. HOLIDAYS

- A. There will be class parties for holidays during the school year, such as Halloween, Thanksgiving, Christmas, St. Valentine's Day, Easter, and May Day.
- B. The monthly newsletter will inform parents of holiday parties and the preparations needed for the party. Please feel free to drop in for the first few minutes of class on the party days to see what is happening, and bring your cameras!!

XVI. CLASS PICTURES

- A. A photographer will come to the preschool in the fall to take class and individual pictures. Pictures of siblings will be taken at 8:45
- B. You will be informed of the date the pictures will be taken, and how to purchase one if you wish. There is no obligation to buy a picture.
- C. Occasionally a photographer from a newspaper may take pictures. If you do not want your child's picture in the newspaper please let the teachers know.

XVII. BOOK CLUB

- A. Each month your child will bring home a book order form which enables you to purchase any of a large selection of good books for your child through the preschool. This is completely optional, but it is a good way to get paperback books for your child at a reduced price.
- B. If you choose to buy a book, fill in the order form, make a check payable to See Saw Co, place it in a sealed envelope with your child's name on the outside, and return it to preschool with your child. You can also choose to order online. Online ordering instructions are included with the book order catalogue. A composite order is then sent from the school and books should arrive in 2 to 3 weeks.
- C. The preschool earns bonus points based on the volume of the order. These bonus points are applied toward free books and other educational supplies for the preschool.

XVIII. WINTER WEATHER

- A. Preschool closings due to snow or bad weather will coincide with those of the Iowa City public schools. The announcements concerning Iowa City school closings will be made on radio stations KXIC 800 A.M. and KCJJ, 1560 A.M., and on TV Channel 2. **These days are not made up.** If Iowa City schools delay 1, 2, or 3 hours in the morning, we will not have A.M. session. If you have any questions please feel free to call the church at 338-5236. Please call after 8:30 a.m. Thank you!
- B. If preschool is closed for any reason other than bad weather (church use for funerals, no heat, etc.), you will be called individually. **These days will not be made up.**

XIX. PARENT TEACHER CONFERENCES

- A. Because close communication between teachers and parents is very important in the care and education of preschoolers, we will offer conferences for all children in January. Additional information will be made available to you in upcoming newsletters about scheduling an appointment. Our teacher's aide will be here so you do not need to get a babysitter.
- B. Our classes are not in session during the conference days.

XXI. OBSERVING CLASSES

- A. Parents are allowed **unlimited access** to their children during the preschool session or whenever their children are in the care of a provider, unless parental contact is prohibited by court order.
- B. Parents of preschoolers are encouraged to visit their children's classes. Please let the teachers know when you want to observe, so that there are not too many visitors at one time.
- C. Parents who are considering enrolling their children in our preschool may observe anytime, with or without their children. Prior arrangements with the teachers are necessary so that visitors can be introduced to the class.
- D. Parents should feel free to visit and take pictures on their child's birthday snack day, **with the teachers' knowledge.**

XXII. DISCIPLINE POLICY

- A. Our preschool provides a Christian atmosphere for learning and growing. This Christian atmosphere provides experiences that help children to form favorable attitudes toward others, to learn to function in a group, to listen to others, to wait for their turn, to assume responsibility, to co-operate, and to become good leaders and followers.
- B. The most important Christian attitude is for a child to feel good about him/herself and to care about others. Caring and sharing do not come easily for children (or for adults, for that matter) but an enormous amount of patience and energy is spent to help a child understand how important it is to be a caring person.
- C. The teachers use positive guidance, redirection, and problem solving. The children help to set up rules. These rules are clear and understandable, thus fostering the child's ability to become self-disciplined.
- D. Parents are contacted if there is an on-going situation.

XXIII. MEDICATION

- A. All medications shall be stored in their original containers with accompanying physician or pharmacist's directions and label intact, and stored so they are inaccessible to children and the public. Non prescription medications shall be labeled with the child's name. For every day an authorization for medication is in effect and child is in attendance, there shall be a notation of administration including the name of the medicine, date, time, dosage given or applied, and the initials of the person administering the medication or the reason the medication was not given. Teachers will use disposable gloves at all times for any bodily fluids.
- B. If the need arises, teachers will administer minor first aid -- cleansing, bandages, etc. The teachers have completed the required Red Cross first-aid courses.

XXIV. EMERGENCIES

- A. In the case of an accident or sudden illness, you will be notified immediately and your child will receive prompt medical care, as directed in your medical consent form. If the child's parents cannot be reached, the individuals you designated as emergency help will be called. Please let these individuals know where you will be if you do not plan to be home or at work during preschool hours. We also strongly suggest that you tell your child what your plans are for the time she/he is in preschool -- visiting a friend, staying home, going to the bank, shopping, etc. -- and be specific. It is comforting for your child to know where you are when there is no emergency, but, even more important, it is nice if your child needs you and she/he can tell the teachers that you are probably at Hy-Vee or Sears or wherever.
- B. We do conduct regular fire drills and tornado drills at the preschool, with plans for caring for the children if they must evacuate the building in cold weather. We have written plans for reporting and evacuating in case of earthquakes, blizzards, power failures, other disasters. Procedures for reporting dangerous person and missing child are also in place. We discuss all these plans with each preschool session.

XXVI. SNEAK PREVIEW DAY

Each year in late August we schedule a Sneak Preview Day to allow all preschoolers to come to preschool for an hour with their parents to meet the teachers and see the center and facilities.

This seems to relieve those first-day-of-school jitters, and gives the child and parents common knowledge of what is in store when preschool begins. The child and parent(s) together explore the new surroundings at the child's pace, talk with the teachers, and maybe even find a new friend. We hope that each child is eager for preschool to begin after the Sneak Preview.

XXVII. BITING POLICY

A Note to Parents: Children Who Bite

Even in the best child care programs, periodic outbreaks of biting occur among infants and toddlers, and sometimes even among preschoolers. This is an unavoidable consequence of grouping young children together. Group living is difficult: dealing with others constantly around, sharing attention and toys, and too much or too little stimulation are all difficult for children. Children bite for various reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. A bite is powerful, quick and effective, and it usually prompts immediate and dramatic reactions. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it achieves results: the desired toy, excitement, or attention. Biting is not something to blame on children, their parents, or their teachers. Children who bite are not on a direct path to becoming discipline problems. Yes, biting is an antisocial act, but it is the act of individuals not yet equipped to be fully social and just beginning life as citizens. When biting breaks out, a high-quality child care program immediately takes action, not to blame the biters but to change the environment and help children change their behavior.

How the preschool staff will immediately respond to biting incidences:

- Let child know in words and manner that biting is unacceptable.
- Remove biting child from the situation, and focus caring attention on the child who was bitten.
- Ensure that all children are safe.
- First Aid will be applied to the child that has been bitten. The staff will assess the injury to see what, if any, medical attention is needed. If necessary, the parent of the bitten child may be contacted.
- Staff will talk with the child who bit and discuss different strategies s/he can use next time in place of biting.
- The staff will come up with a plan for the individual who was the biter and will look for warning signs of future incidents and try to prevent them. Keep in mind that the staff cannot stop all biting incidents.

How the Preschool will assess the situation:

- Examine the context in which the biting is occurring and look for patterns. Was the space too crowded? Were there too few toys? Was there too little to do or too much waiting? Was the child who bit getting the attention and care he deserved at times other than when he was biting?
- Does the staff have a caring and nurturing relationship with the child?
- Change the environment, routines, or activities if necessary.
- Are there quiet spaces for children to regroup if they become over-excited?
- Work with children who bite to resolve conflicts and frustrations in more appropriate manners, including using words, if they are capable of them.

- Observe children who are short-term, chronic biters to get an idea of why and when they are likely to bite. For example, some children may bite not when they are angry or frustrated but when they are very excited.
- Identify children likely to be bitten and make special efforts to reduce their chance of becoming victims.
- Avoid casually attributing willfulness or maliciousness to biters.

Notification to Parents:

Confidential incident reports will be given to the child who was bitten as well as the child who did bite. Parents will be notified of the severity of the bite, the environment/activities when the bite occurred, and what steps were taken immediately after the incident occurred.

Biting incidents will be documented by Preschool Staff. If patterns do occur, staff will take a closer look at the environment and try to find ways to diffuse situations where biting occurs. If biting does continue, becomes a pattern of behavior, or is malicious, then parents may be called in for a conference to determine the next step. If biting from a child becomes a serious problem, Preschool Staff reserve the right to dismiss the child from Preschool.

Confidentiality:

Employees in a child care center are required by Iowa code to respect the confidentiality of children and families using our service. This includes the name of a child who behaves aggressively towards your child. At one time or another, most children exhibit behaviors that adults regard negatively. Biting can be a particularly emotion charging event for a parent of the child who receives the bite. We certainly understand this and are always be willing to discuss the situation with you, the strategies in place and your child’s role in any incident. However, we ask that you understand the reasons behind the confidentiality rules governing child care employees and refrain from asking the name of the child doing the biting.

XXVIII. Access Policy

To ensure the safety of the children through diligent supervision of the children and other people present in the center, the preschool has the following access policy:

Definitions:

Unrestricted Access: a person has contact with a child alone or is directly responsible for child care.

Supervision: will require one or more staff members to remain with the person at all times.

Monitoring: will require watching what the person is doing and controlling their access to the area where the children are present.

1. Only persons who have current criminal record checks and FBI fingerprinting checks in accordance with DHS standards have unrestricted access to the children. This would include the director, teacher, teacher’s aide, substitute teachers and some volunteers.
2. Any person, other than those described above, shall not have any unrestricted access to the children of the preschool and will not be allowed with the children except with a staff member present. Exceptions are granted for parents, guardians and custodians in relation to their own children. Volunteers are also exempt unless they are responsible for a child other than their own or will have access to other children when they are alone.
3. The preschool does not allow people on the property when children are present except:

- a. Those individuals at the preschool to observe the preschool for possible enrollment of a child at the school in the future.
- b. Those individuals who may be needed to do repairs, etc.
- c. Those individuals who are presenting to the preschool children (eg. Librarian, fireperson, dentist).

All of these people will be closely supervised and monitored by one or more of the authorized persons depending upon the reason the person is on the property. The director will be responsible for the supervising and monitoring unless another staff member is requested by the director to fulfill this responsibility. If there is a conflict of interest the director or authorized staff member will fulfill this responsibility.

4. At no time will any persons who are listed on the sex offender registry be allowed on the property of Christ the King Preschool nor will they have any access to the children of the preschool. The only exception to this is if the convicted sex offender is a parent, guardian, or custodian of a child at the preschool. In this case the offender will only be allowed on the property for the reasonably necessary time to drop off and/or pick up their own child. At no time will they be allowed on the property without staff supervision.

COMMUNICABLE DISEASE CHART

Concise descriptions and recommendations for exclusion of cases from school.

Disease Immunization is available	Usual Interval between exposure and first symptoms of disease	Main Symptoms	Minimum exclusion from school
CHICKENPOX	13-17 days	Mild symptoms and fever. Pocks are blisterly, have scabs. Most on covered parts of body.	7 days from onset of pocks
DIPHTHERIA	2-5 days	Sore throat, grayish membrane in throat.	After 2 negative cultures from nose & throat 24 hours apart
ERTHYTHEMIA	4-14 days	Usual are 5-14. Unusual in adults. Brief prodrome of low grade fever followed by Erythemia (slapped cheek) appearance on cheeks. A net like rash on extremities lasting a few days to 5 weeks. Rash seems to reappear.	After diagnosis no exclusion from school.
GERMAN MEASLS (Rubella)	14-21 days	Usually mild. Enlarged glands in neck & behind ears. Brief red rash.	5 days from onset of rash. Keep away from pregnant women.
IMPETIGO	4-10 days	Inflamed sores with pus	Until physician permits return.
INFECTIOUS HEPATITIS	Variable 15-50 (average about 25) days	Headaches, abdominal pain nausea, vomiting, usually fever. Skin & eyes may or may not turn yellow.	14 days from onset of clinical disease. 7 days from onset of jaundice.
MEASLES	10 days to fever 13-15 days to rash	Begins like a cold, fever, blotchy red rash	7 days from onset of rash.
MENNINGO COCCAL MENNINGITIS	2-10 commonly 3-4) days	Headache, nausea, pain back, stiff neck, fever	Until physician permits return.
MUMPS	12-26 (commonly 18) days	Fever, swelling and tenderness of glands.	9 days or until swelling leaves.
PEDICULOSIS (lice)	7 days for eggs to hatch	Lice & nits (eggs) in hair.	1 day after treatment.
POLIO-MYELITIS	7-12 days	Fever, vomiting, headache, stiff neck, muscle soreness.	7 days from onset.
RINGWORM OF SCALP	10-14 days	Scaly patch, usually ring shaped, on scalp.	Until physician permits return.
SCABIES	3 days-3 weeks	Tiny burrows in skin caused by mites.	Until adequately treated by Dr.

SCARLET FEVER SCARLATINA STREP THROAT	1-3 days	Sudden onset, vomiting, sore throat, fever, later fine rash (not on face). Rash usually only with infection.	7 days from onset if untreated or 24 hours after antibiotics.
WHOOPING	7-10 days	Head cold, slight fever, cough, characteristic whoop after about 2 weeks.	21 days from beginning of whoop.

Re-admission to school: It is advisable that school authorities require written permission from the health officer, school physician or attending physician before any pupil is readmitted to class following any disease which requires exclusion, not mere absence from school.

