



COMMUNITY
CHRISTIAN
SCHOOL

CCS Preschool Parent-Student Handbook

3 year old and 4 year old

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Mission Statement:

Serving God by providing families an academically excellent, Biblically integrated education, which encourages spiritual development and social responsibility in an environment where students can develop their God-given gifts and talents.

Philosophy:

Community Christian Preschool seeks to provide an environment where children are nurtured and parents are confident that their child is being cared for. We realize and appreciate the fact that parents are the child's most important teachers. Our desire is to supplement and support the Biblical, spiritual, and moral training of the home. God's word is God's truth communicated to us. We want to communicate that truth to our students.

Our curriculum teaches Biblical truth while meeting a child's individual needs. As we see the child through the eyes of the Lord, we can help the child develop into an individual whom God can mold according to His purpose. We want to help the child to learn obedience and discipline at this early age. In our school, we want to share with the child how important he/she is to God.

Purpose:

Our purpose is to provide a Christian environment that is safe and conducive to good health where children can assemble to work and play together while being guided toward development of the whole person. In the environment, we provide for the spiritual, mental, social, emotional, and physical development of each child. The child's early years are some of his/her most important. We endeavor to make certain that the hours a child spends in training are not wasted, but are productive toward the formation of his/her character and personality.

Eligibility:

Community Christian Preschool will admit children who can benefit from care away from their own homes. Children must be three/four years of age prior to September 15th of the current preschool year to enter the preschool program. Children must be completely and independently potty trained. Community Christian Preschool is operated on a non-discriminatory basis. Consistent with the truth that the grace and love of God in Jesus Christ extend without partiality to all mankind, the school accepts pupils for admission regardless of race, nationality or ethnic background. Pre-registration will begin in the spring of the current year. Registration materials are available in the school office.

New Student Orientation:

Beginning of the year—

A home visit will be conducted at the beginning of the year for new students. This will include a brief time where the teacher meets with the child and their family at their home. This allows the child to get to know the teacher and for parents to ask any questions they may have about the preschool program.

Families will also be invited to a Preschool Open House a few days before the first day of preschool. This gives the new student a chance to come to the classroom with their parents and explore where they will be going to school.

Part way through the year—

If a student enrolls in Community Christian Preschool part way through the year, they will be given a tour of the preschool classroom. They will also be given the opportunity to ask the teacher any questions they have about the program.

Withdrawal From School:

We must have a one-week notice if you plan to withdraw your child from school. You may be asked to withdraw your child if there is a discipline problem, if the staff feels the child is not developmentally ready, or if we believe additional services are needed to support your child effectively. In each case of withdrawal, teachers, administration, AEA support, and parents will meet to discuss best options for the child.

Program Policies:

Hours

Community Christian Preschool meets:

4 Year Olds: Monday, Tuesday, Wednesday, Thursday, Friday 8:00-11:00am or 12:00-3:00pm

3 Year Olds: Monday and Thursday 8:00am-11:00am

3 Year Olds: Tuesday and Friday 8:00am-11:00am

A consistent daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Structured play is planned within each day. Children will have the opportunity to learn through both indoor and outdoor play. Children will also practice listening skills, participate in small group activities, take part in solitary play, develop social skills through group play, and explore different materials in order to learn.

Lesson plans for each week are kept in the classroom showing how different learning activities are incorporated into the daily schedule. Weekly newsletters will be sent home to families in children's backpacks, and posted on the preschool bulletin board for parents to review.

Program Fees:

3 Year Olds:

To attend our 3 Year Old Preschool Program, each child is required to pay a \$50.00 non-refundable registration fee. Tuition for the entire school year is \$800.00. Scholarship money is available for families based on their income. There are multiple payment plan options for families. There is a 10-month plan where tuition is paid on the 10th of each month from September to May, a semi-annual plan with payments being due August 10th and January 10th, a quarterly plan with payments due August 10th, November 10th, February 10th, and May 10th, and an annual payment where full tuition is paid, including the registration fee, in August before school begins.

4 Year Olds:

To attend our 4 Year Old Preschool Program, there are no registration fees. Since we are a part of the Iowa Voluntary Preschool Program, tuition for the school year is free.

Number of Children Allowed in Care:

3 Year Olds:

Having one head teacher and one teacher associate, we are able to serve a maximum of 16 children at one time in our 3 Year Old Preschool Program at Community Christian School.

4 Year Olds:

Having one head teacher and one teacher associate, we are able to serve a maximum of 20 children at one time in our 4 Year Old Preschool Program at Community Christian School.

Arrival and Departure of Children:

When bringing your child to school, we ask that you park in the parking lot closest to the preschool room. Parents or legal guardians must accompany children to the door at the beginning of the day. No child will be permitted to leave the building without an adult.

Other than parents or legal guardians, only persons with the prior written authorization (Parent Pick-Up Consent Form) will be allowed to pick up a child from the school. Anyone who is unfamiliar to teaching staff, including authorized individuals, will be asked to present identification before a child is released to them.

Attendance:

Four Year Old Preschool:

Children should be brought promptly at 8:00 am and be picked up promptly at 11:00 am or dropped off at 12:00 and picked up at 3:00 pm. A child does not like to arrive after the group is in progress nor be left behind when the others are going home. To help us create a positive learning experience for your child, it is important to be punctual and in regular attendance.

Three Year Old Preschool:

Children should be brought promptly at 8:00 am and picked up promptly at 11:00 am. A child does not like to arrive after the group is in progress nor be left behind when the others are going home. To help us create a positive learning experience for your child, it is important to be punctual and in regular attendance.

For all Preschool classes:

Children who are enrolled are expected to be in school for the full session, and are expected to be punctual in their arrival and departure. Children are not expected to be absent any more than is necessary for health reasons and appointments. Irregular attendance interferes with the

progress and overall learning for your child. Please call the school office **before** the school day begins to report absences.

Transportation:

We do not provide transportation to or from preschool.

It should be understood by the person driving the child that he/she is responsible for bringing the child **to the door** and picking the child up from the classroom staff at the door. We feel this is necessary for the safety of the child and for the daily exchange of information between parents and teachers.

Sign In and Out Policy:

It is required that each time your child is brought to preschool, he/she is signed in. The classroom staff will greet parents at the door to sign in and out.

Each day when your child is picked up from preschool, it is required that he/she is signed out. The classroom staff will meet the parents at the door to sign their child out as they are waiting to be dismissed.

Bad Weather:

Should it become necessary to dismiss school due to bad weather or other disaster, announcements will be made on: WHO, KCCI, WOI, KJYL, KIAQ, KWMT, KICB, KVFD, KTLB, KXFT, and Facebook. A Remind notification will also be sent out to those who have the app. In the event of a late start, morning Preschool will be cancelled. If the K-8 program lets out early due to weather, afternoon Preschool will be cancelled. Community Christian Preschool follows the Fort Dodge School System decisions regarding weather delay or cancellations.

Clothing:

Children should be dressed warmly enough to play outside when weather permits, including snow pants, boots, hats, and gloves in the winter. The school will not be responsible for any lost clothing. **Please label all clothing.** A complete change of clothes should be sent on the first day of school. This is in case your child has an accident, or participates in a learning activity that results in needing a change of clothes. Each child should also have a backpack or tote bag to carry home winter clothes, artwork, notes, etc.

Field Trips:

Field trips may be taken periodically as part of the instructional program. Permission for field trips is part of the Parent Agreement. Information will be sent home before each trip is taken.

Private Damages and Damages Policy:

The Preschool will provide toys/educational materials. However, there will be times we may ask the children to bring items that relate to our units of study. Be sure to put your child's name on all materials sent to school, as the school will not be responsible for them if they are broken or lost. Please do not allow your child to bring money, candy, gum, or toy guns to school. Toys from home should only be brought to school if requested by the teacher.

Who Works in the Preschool:

Program Director

The Director meets all the qualifications described in the Iowa Quality Preschool Program Standards. Each site has a building administrator as well.

Teacher

A full time teacher licensed by the Iowa Board of Educational Examiners and holding an early childhood endorsement is assigned to the Preschool classroom.

Teacher Assistant

A full time teacher assistant in the classrooms will carry out activities under the supervision of the teacher. The teacher assistant will have specialized training in early childhood education.

Support Staff

Prairie Lakes AEA 8 support staff provides resources and assistance to the teacher and classroom upon request to help all children be successful in the preschool setting. Such staff may include: early childhood consultant, speech and language pathologist, social worker, occupational therapist, physical therapist, or others.

Goals:

Goals for Children:

- Show competence in social/emotional, physical, cognitive, and language development skills
- Be enthusiastic and curious learners
- Be safe and healthy
- To use a variety of materials appropriate for his/her age constructively and freely
- Enhance his/her physical and intellectual development
- To play and interact positively with other children in a group
- Learn to trust adults other than his/her own family members in a new environment

Goals for Families:

- Families will feel welcome in the classroom and school
- Families will work with the school in a meaningful partnership to help their children be better prepared to learn to read and write
- Families will advocate for their children

Instructional Methods:

The early years in a child's life sets the tone for future learning. Our goal at Community Christian Preschool is to stay current on research in child development so that we are able to build a foundation for each child that lasts a lifetime. Our preschool program uses Creative Curriculum, a research and evidence-based comprehensive curriculum designed for three and four year olds. It addresses all areas of early learning. It provides children an opportunity to learn in a variety of ways. Our curriculum is designed with specific objectives for each age level and child. The following goals are incorporated into every classroom:

- Developing safe and healthy habits in young children
- Fostering positive self-esteem
- Providing opportunities for creative expression
- Supporting the development of social skills
- Strengthening communication skills necessary for listening, reading, writing, and speaking
- Enhancing fine motor and gross motor skills
- Assessing the individual need of each child

Child Guidance and Discipline:

Teaching staff will use positive guidance, redirection, and planning to prevent problems. They will encourage appropriate behavior through the use of consistent, clear rules, and involve the children in problem solving to foster the child's own ability to become self-disciplined. Teaching staff will encourage children to respect other people, to be fair, respect property, and learn to be responsible. Teaching staff will use discipline that is consistent, clear, and understandable to the child.

The following rules are enforced at Community Christian Preschool:

1. Be Safe
2. Be Responsible
3. Be Respectful
4. Be Kind

Consequences of failure to comply:

- Step 1: Verbal warning
- Step 2: Reviewing rules with teacher
- Step 3: Thinking chair
- Step 4: Removal from classroom

When a child reaches step four, an email will be sent to the parent discussing the behavior. A face to face meeting with the parents may also be held.

Outside Play and Learning:

We have daily opportunities for outdoor play in a fenced-in age appropriate playground. We will go outside daily as the weather permits. This allows children the opportunity to develop their large muscle skills, get exercise, and be active. We use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat Index is safe for outdoor play.

In cases when we cannot go outside (due to weather conditions), children are given the opportunity to use indoor equipment for similar activities inside, and are supervised at the same level as when outdoors.

Supervision Policy:

Before children arrive at school, the preschool teachers will complete the following daily safety checklist indoors and outdoors:

- All safety plugs and electrical outlets are covered; heat/AC, water temperature, and toilets, etc. are in working order
- All cleaning supplies/poisons are out of children's reach and stored properly
- Classroom and materials are checked for cleanliness/broken parts, etc. including the playground
- Supplies checked – first aid kit, latex gloves, soap, paper towels, etc.
- Daily monitoring of environment
- Upon arrival, each child is observed by the teacher for signs of illness or injury that could affect the child's ability to participate in the daily activities

Snacks/Food and Nutrition:

Attitudes about food develop early in life. The food children eat affects their well-being, their physical growth, their ability to learn, and their overall behavior. We have an opportunity to help children learn about foods, to enjoy a variety of foods from their own culture and others, and to help them begin to appreciate that their bodies need to be strong, flexible, and healthy. Eating moderately, eating a variety of foods, and eating in a relaxed atmosphere are healthy habits for young children to form.

The preschool serves a wide variety of nutritional snacks, and encourages children to expand their tastes by at least trying a portion of the food offered.

All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture and Adult Care Food Programs guidelines. Clean, sanitary drinking water is made available to children throughout the day.

Children with food allergies shall be protected from contact with the problem food. With family consent, the program posts information about the child's allergies in the food preparation area, and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day. In some cases, the child may be asked to bring their own snacks if the allergy/parent preference is complex.

The preschool classrooms do not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment, nor will teaching staff ever threaten to withhold food as a form of discipline.

Perishable foods brought from home to be shared with other children must be store bought and in its original package.

Birthdays are important and significant events in the life of a child. Children who wish to bring treats for the class on their birthday may do so. Food that comes from home for sharing among children must be either whole fruits, or commercially prepared packaged foods in factory sealed containers.

Communication with Families:

The program will promote communication between families and staff by using written notes as well as informal conversations or emails. The school also utilizes the Remind system to communicate with families. Families are encouraged to send written notes with important information so all the staff who work with the child can share the parents' communication. Teaching staff will write notes for families about the child's experiences, accomplishments, behavior, and other issues that affect the child's development and well-being. Parents are encouraged to maintain regular, on-going two-way communication with the teaching staff in a manner that best meets their needs- email, in person, notes, or phone calls. The school frequently posts classroom pictures on Facebook so parents can see what their child is doing in class.

Open Door Policy:

Parents and legal guardians are always welcome to visit the preschool classroom. As a safety feature, all parents and visitors will check in at the office. Visitors are asked to please use discretion with regard to bringing babies and toddlers to school as young children may disrupt class sessions. Photo identification will be required for any unknown visitor to the classroom.

Please keep in mind, due to DHS regulations, a criminal background check must be completed for anyone who has direct interaction with the students, i.e. classroom helpers.

If a parent is registered as a sex offender, a restricted access policy must be put into place before he/she will be allowed on the school grounds.

Family Involvement:

Teachers use a variety of formal and informal ways to become acquainted with and learn from the families about their family structures and their preferred means of childrearing practices and communication, and information about the socioeconomic, linguistic, racial, religious, and cultural backgrounds as they wish to share. Families are surveyed in enrollment paperwork and through other questionnaires during the year regarding their family, beliefs, and preferences. Home visits are conducted at the beginning and end of the school year for four year olds. Program staff will communicate with families on at least a weekly basis regarding children's activities and developmental milestones, shared care-giving issues, and other information that affects the well-being of their children. Family teacher conferences are held in both the fall and spring semesters, as well as when either party requests. At least one Family Activity Day is held during the year.

Community Christian Preschool invites parents to become involved in one or all of the following ways, and welcome other ideas as well:

1. Support your child's daily transition to school by sharing information about your child's interests and abilities. Keeping the teacher informed of changes and events that might affect your child allows the teachers' to be more responsive to your child's needs
2. Attend family meetings
3. Return all forms and questionnaires promptly
4. Attend Family/Teacher conferences in the fall and spring
5. Take time to read the family bulletin board
6. Check your child's backpack each day
7. Participate in field trip activities
8. Share some of your talents in your child's class through activities such as: reading or storytelling, cooking, art, music, crafts, your profession, or artifacts from trips you have taken
9. Share any of your families' cultural traditions, celebrations, or customs
10. Read all the material sent home with your child
11. Help with special events
12. Serve on the Parent Teacher Fellowship (PTF) team

We believe that families should be supported in making decisions about services that their child may need. The teaching staff will provide information to families about available community resources and assist as requested in helping the family make connections.

Parent Volunteers:

Parents are encouraged to take an active part in the educational process of their children. Please contact the teacher if you would like to be a preschool volunteer. For safety's sake, if a volunteer will be working with children, he/she will be expected to execute and submit an affidavit of clearance from any and all crimes against a child or families. Volunteers will also need to submit a background check with the Department of Human Services and a fingerprint analysis by the FBI. In addition, no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children. If a volunteer works more than 40 hours per month with children, he/she will also need to provide a current health assessment, not more than one year old.

Volunteers will adhere to the following:

- Will be required to follow all rules and regulations of Community Christian Preschool
- Volunteers will use discipline policies as outlined in our handbook. Volunteers will not yell at, scold, punish, or use harsh discipline with any child while volunteering.
- Volunteers will use open ended statements during instructional situations to encourage student learning. They will speak positively at all times.
- Volunteers must maintain confidentiality. Volunteers must not discuss any situations specific to any child with other parents or teachers.
- Volunteers may be given information about children with special needs in the classroom. Please keep in mind that this information is only given if it is necessary for the volunteer to know in order to carry out his/her duties; and any information given is told in confidence, and may not be discussed with anyone else including other teachers, parents, etc.
- Volunteers will encourage children to try tasks and will help as needed.
- If a volunteer observes any behaviors they are unsure of or uncomfortable with, they will immediately notify the teacher. Volunteers may be required to document the behavior.
- If any rules are violated, volunteers may be dismissed from serving.

Home Visits:

For Four Year Old Preschool Only:

Home visits are made prior to the start of school. This is an opportunity for the preschool teacher to get to know you, your child and your family, and for you to begin to create a partnership between home and school in order to best meet your child's needs. This is a great time for you to share what makes your family unique, how you prefer to communicate with the teacher, and share your knowledge about your child's interests, approaches to learning, and developmental needs. You can help the teachers understand what your goals are for your child, and express any concerns you may have. Parents or legal guardians are encouraged to share these preferences, concerns, and questions at any time with the teacher.

Child Records:

Children's records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have legitimate educational interest, are allowed to access a child's records without the parent's permission. Parents or guardians will be asked to sign a release of information form should they or the school request information be shared with another agency, stating to whom the information is to be released, the reason or purpose for the release of information, when it expires, and ways the parents can withdraw permission if they choose to do so.

Health:

The state of Iowa requires a physical examination, current within one year, upon initial enrollment. Following any serious illness, a doctor's statement may be requested. This is for the protection of all children. The preschool desires to provide conditions that encourage cleanliness and good health practices among the children. A certificate of immunization with up to date vaccinations, including varicella, is required.

Fever and Lice

We strongly suggest that if your child has had a fever or been ill within the last 24 hours that you keep your child out of school. If your child has lice, or any other communicable illness, we require that you keep your child home and contact us so we can contact the other families and alert them to the fact that their child may have been exposed to an illness. Your cooperation in this area ensures that the children have a safe, healthy environment in which to learn and play.

Dispensing Medicine at School:

If a child must receive medicine during school, parents must send the medication in its original container with the child's name on it. A form, available in the office, must be filled out for prescription medication, and a note must be sent to school with non-prescription medication.

Reporting Communicable Diseases:

Teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms, mode of transmission, period of communicability, and control measures that are being implemented at the preschool and that the families should implement at home.

Hand Washing Practices:

Frequent hand washing is the key to preventing the spread of infectious diseases. Teachers teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by the sinks. The program follows these practices regarding hand washing:

- Teachers and children are taught hand washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children to reduce the risk of transmission of infectious diseases to themselves and to others.
- Teachers assist children with hand washing as needed.

Children and teachers wash their hands:

- Upon arrival for the day
- After using the toilet
- After handling body fluids
- Before snacks, preparing or serving snacks, or handling any raw food that requires cooking
- Before and after playing in water that is shared by two or more people
- Before and after playing at the sand table

Teachers also wash their hands:

- Before and after administering medication
- After assisting a child with toileting needs
- After handling garbage or cleaning

Proper Hand Washing Procedures:

- Using liquid soap and running water
- Rubbing hands vigorously for at least 20 seconds, including all the parts of the hands, rinsing well, drying hands with a paper towel, and avoiding touching the faucet with just washed hands.

Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand washing in any situation listed above.

In situations where sinks were used for both food preparation and other purposes, teachers clean and sanitize the sinks before using them again.

Medical Emergencies and Notification of Accidents or Incidents:

In the event that your child receives a minor, non-life threatening injury during their time at preschool, the teacher will assess the situation and apply first aid as needed. Minor cuts and scrapes will be treated with soap and water, and bumps will be treated by applying ice to the injured area. Any incident or injury will be documented on an incident form, and a copy will be given to the parent or legal guardian within 24 hours of the incident.

Medical and Dental Emergency Procedures:

In the event of a health emergency the following procedure is followed:

1. The parents are notified. If they are not available, the person listed as an emergency contact on the child's record is notified.
2. If no emergency contact can be located and the child needs further emergency care, the child will be taken to your family doctor, dentist, or hospital in the company of a school employee.
3. The Fort Dodge Trinity Hospital paramedics will be called in the event of a major emergency.

If the child becomes injured at preschool, the parent or guardian will be notified immediately. If the guardian cannot be reached, the emergency person listed on the child's enrollment form will be contacted. If we are unable to contact the emergency persons listed, the child will be taken to the hospital that is nearest to the preschool for professional medical care. A completed medical form will be given to the child's guardian.

Student Insurance:

Community Christian School provides a "secondary coverage" student accident insurance program. It is not a broad coverage and has limits for specific benefits.

Biting Policy:

Biting is not unusual during the early childhood development years. Biting is a form of communication or coping strategy for young children, especially from birth through three years of age. As our program serves children who are at least three years of age, it has been our experience that biting incidents are rare and infrequent. Nonetheless, as we strive to provide and ensure the safest and most nurturing environment possible to all preschoolers, we have the following plan in place to deal with a biting incident should it occur.

Should a biting incident occur, the teacher or caregiver responds in a soft but firm voice to the biter, "We do not bite. It hurts our friends." He/she further explains that, "We use our words to tell our friends what we need or want." The biter will be placed in the thinking area for 3-4 minutes and then redirected to other play and monitored closely. The child that has been bitten will be comforted and separated from the biter. The bitten area will be assessed, and first aid procedures followed. The area will be cleaned with antiseptic and bandaged if the skin is broken. An ice pack will be applied for ten minutes. The bitten area will be reassessed after ten minutes.

An incident report will be completed for both the biter and the child who was bitten. These reports will be given to each of the children's parents/guardians. For confidentiality reasons, the name of the other child (either the biter or the one who was bitten) cannot be shared verbally or in writing. A copy of the report will be placed in the children's files.

The teachers and caregivers will evaluate the situation and environment where the biting occurred to determine if any changes need to be made.

If biting continues, the teacher and/or caregiver will keep a confidential observational record of the incidents to help determine contributing factors. A conference with the parents of the biter will be made to develop a written plan of action and to schedule follow up discussions as needed.

Child Protection Policies:

The health and well-being of every child in our care is of the utmost importance, and the protection of children is our responsibility. Our preschool has procedures in place for reporting child abuse and neglect that comply with applicable federal, state, and local laws. The policy includes requirements for staff to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the appropriate local agencies. All teaching staff complete Mandatory Reporter Training every five years and within six months of employment.

Mandatory Reporting:

“As professionals in contact with young children and their families, you are required by law to help the Department of Human Services (DHS) become aware of children who may be abused or neglected. According to the law, public and private school teachers are mandatory reporters.” It is our policy to report any and all suspected cases of child abuse and/or neglect to DHS and to the principal of Community Christian School immediately by telephone, and to follow up in writing within 24 hours the same information as reported by telephone.

Definitions:

Child Abuse is the non-accidental commission of any act by a caretaker that causes or creates a substantial risk of harm to a child’s physical and emotional well-being, including sexual abuse.

Child Neglect is the failure by a caretaker, either deliberately or through negligence, to take those actions necessary to provide a child with minimally adequate food, safety, clothing, shelter, medical care, supervision, or other essential care.

Reasonable Care means that after examining all the facts in a particular situation, most people with similar training and experience would also suspect abuse and/or neglect.

Substance Abuse:

Persons under the influence of drugs or alcohol will not be permitted on the premises of Community Christian Preschool. At no time will children be released to a person under the influence of alcohol or drugs.

Intoxicated Parent Policy:

If a parent enters school property under the influence of alcohol, the following measures will be taken:

1. If the parent comes into the building, they will be detained in the office and law enforcement will be notified immediately.
2. If the parent comes directly into the classroom, the children will be taken to the kindergarten room by one of the teachers and law enforcement will be notified from that location. The principal will also be summoned to the preschool room to assist.
3. If the parent approaches when the children are on the playground, one teacher will take the children inside to the preschool room and notify law enforcement. They will also alert the principal who will go outside to assist the teacher.

Emergencies:

Community Christian Preschool has in place a Safety Booklet that describes the following situations and procedures to follow:

- A. Emergency Phone Numbers
- B. Intoxicated Parent Policy
- C. Severe Weather
- D. Fire Procedures
- E. Tornado Procedures
- F. Earthquake Plan
- G. Electrical Power Outages
- H. Chemical Spills
- I. Bomb Threats
- J. Unauthorized Visitor Policy
- K. Lost/Abducted Child Policy

Fire Emergency Plan:

1. Notification to the fire department will be made by the secretary. A security system is in use and the fire alarm will trigger a call to the company, who in turn notifies the fire department.
2. Upon hearing the alarm all students and staff will leave the building through the nearest exit. Each room has the appropriate exit route posted on a map by the door.
3. Instructions for evacuation are:
 - Orderly lines—walking
 - Quiet—no talking, so change in directions can be heard
 - Teacher is in charge of each student group
 - No supplies, coats, or personal possessions should be taken when leaving the building. Teachers will take a headcount upon reaching the safe area. Teachers will notify the principal, or their designee if a child is missing. The principal will then notify the appropriate fire authority after checking to assure the child's missing status.
 - Office staff will check the restrooms before leaving the building. Preschool teachers will make sure their classroom restroom is checked before leaving the classroom. Doors and windows should be closed before leaving the classrooms. The secretary will make sure that the record files are closed and secure.
4. Drills will be held monthly.

Fire Safety

A fire extinguisher is installed in the preschool classroom with a tag indicating its annual service date. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted monthly and recorded in a log.

Tornado Emergency Plan:

1. TORNADO WATCH- If a watch were to be announced, or the school contacted that we were under watch status, all staff would be quietly informed of the condition.
2. TORNADO WARNING- A warning would possibly be received through any or all of the following:

The neighborhood civil defense siren could go off

The district calling chain could alert the office

The radio or television could alert us

If any of the above mentioned alerts were received, the following steps would be taken:

- The tornado alarm in the building would be set off or the intercom used to advise classes to go to their safe areas.
 - Classes would immediately go to their assigned areas and assume the protective positions on the floor. Evacuation areas will be posted on maps in the classrooms.
 - If the warning comes at a dismissal time, the students will not be dismissed until an all clear has been sounded, unless the student's parent or guardian personally comes to pick them up.
3. Instructions for the tornado drill are:
 - Walk quietly to their designated areas
 - Do not take any materials or possessions
 - Listen for any additional instructions from the teacher or adult in charge
 - When in the safe area, assume the proper protective position of kneeling, bending forward with hands locked behind the back of the neck
 - When at the assigned area, the teacher will take a head count to see that all students are accounted for.
 4. Any members of the public that are in the building will be directed by the closest staff member of the appropriate safety procedures.

Earthquake Plan:

In the event of a major earthquake the safety and well-being of the children will be a high priority. A teacher or staff person will stay with the children until all children are in the care of their parents or guardians.

Classroom time will be given each year for a brief discussion of what an earthquake is and what might happen if one occurs. Children will be told about the noise level, ground shaking, and the possibility of items falling from shelves or ceiling. A drop drill will be held each year with the students practicing sheltering under a chair or desk, or getting against a wall.

After a major earthquake, students will evacuate the building if necessary. A list will be kept of the parent or guardian to whom the student was released.

Power Outage

In case of a power outage:

1. The emergency lights in our room will come on.
2. The children will be gathered together and calmed if any are upset by the situation.
3. The office will be notified via intercom that we are without power.
4. Quiet group activities will be conducted, or if weather permits, we will go outside onto the playground until the situation can be evaluated.
5. If the power will not be restored within a reasonable amount of time, parents will be contacted to pick up their child as soon as possible.

Chemical Spills

If there is a chemical spill on school property, or in the vicinity that requires evacuation, children will exit the building through the same exits as in a fire drill. If there is need of a warm, dry place for students to stay for an extended period of time, children and staff will walk to Unity Point down the street. If students will not be able to return to the school building within a reasonable amount of time, parents will be called to pick up their children.

Bomb Scare Directions:

When a bomb threat is made, a call will be made to the proper authorities and children will be evacuated as in a fire drill. The staff is given guidelines to follow under these circumstances. If students are required to evacuate the building for any reason for an extended period of time in inclement weather, an alternate location will be used to provide a warm, dry place.

Unauthorized Visitor Policy:

The following policies have been implemented:

Visitors to the school are requested to check in at the office before entering the preschool classroom.

School office personnel will be able to screen visitors for intentions.

In case a stranger poses a threat to the safety of the children, preschool children will be locked in the preschool room along with staff members.

Staff will use the phone available in the room to call 911.

In case of the threat of weapons, children will be locked in the preschool room along with other staff members. Children will be kept in the preschool restrooms for protection.

Lost or Abducted Children:

If a child is lost or abducted while on school property:

1. One teacher will stay with the remaining group of children while the other teacher looks for the child.
2. One teacher will contact other building staff for assistance.
3. A thorough building and grounds search will be conducted.
4. If the child cannot be found, authorities and parents will be called.

If a child is lost or abducted while on a field trip:

1. One teacher will stay with the remaining group of children while the other teacher looks for the child.
2. One teacher will contact site authorities for help, if available.

3. A teacher will contact authorities (911), contact the school, and contact the parents if the child cannot be found.

Smoke-Free & Tobacco-Free Environment

Community Christian School facilities and grounds shall be off limits for smoking. This requirement extends to employees and visitors. This policy applies at all times, including school sponsored and non-school-sponsored events. Persons failing to abide by this request shall be required to extinguish their smoking material or leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

Note: According to federal law, all indoor facilities used for instructional services must be smoke free at all times. As written, this policy applies to all indoor facilities, whether or not used for instructional services. Boards have the authority to limit the policy to strictly comply with the federal law, to broaden it as written here, or even broaden it to cover school grounds.