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Licensing and Governance

DHS Regulation:	
Board Approval or Updated:	
Effective Date:	August 2019
Parent Copy Required:	YES
Public Posting Required:	NO
Distribution Date	Website July 2020

As part of the St. Timothy Lutheran Church ministry, St. Timothy Preschool and Childcare will operate as a 501(c)(3) non-profit organization.

- St. Timothy Lutheran Church provides adequate liability insurance.
- St. Timothy Preschool and Childcare will be governed by a volunteer board.
 - Preschool & Childcare Board – The board members are listed below. They meet monthly with the Director to discuss any and all center concerns: the rooms, the children, the staff, finances, advertising, policies, licensing, adherence to Iowa Codes and Department of Human Services regulations, staff certifications, supplies, etc. We ask that parents do their best to express concerns to the Director first, if possible. Parents may contact board members anytime they have a concern but are not comfortable discussing it with the Director. Also, the Director, teachers or providers can contact the board members for insight or mediation during a difficulty with a family. Any concern about policies should be addressed either to the Director or the board.
- We are a licensed center by the Iowa Department of Human Services (DHS). We are required to apply every two years for re-licensing and are investigated by a DHS consultant to ensure our center complies with all licensing standards for preschool and childcare. You may access our DHS Report at: [Child Care Reports | Iowa Department of Human Services](http://www.dhs.gov/Child-Care-Reports) This website and our license certificate are posted in the Center..
- We are required to follow the *Child Care Centers and Preschools Licensing Standards and Procedures Handbook*. A hard copy is available upon request, or can be accessed on the Iowa DHS website at: <https://dhs.iowa.gov/sites/default/files/Comm204.pdf>

ST. TIMOTHY LUTHERAN CHURCH

**1 Thelma Drive
 Hudson, IA 50643**
 Church office 319-988-3571

Clara Nehmer, Director
preschool@sttimothyhudson.org
 Preschool 319-988-3633

PRESCHOOL & CHILDCARE BOARD MEMBERS

Deb Covey	515-450-2229
Candice VanHove	319-231-2495
Kim Ellingson	515-249-6072
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Mission Statement and Objectives

DHS Regulation:	109.1(4)
Board Approval Date:	Yes needed
Effective Date:	August 2019
Parent Copy Required:	NO
Public Posting Required:	NO
Distribution Date:	Website July 2020

Mission Statement

St. Timothy Preschool and Childcare is focused on providing loving child care in a family friendly environment that supports the growth of the whole child in developmentally appropriate ways. We believe that parents are a child's first teacher, and we want to be a partner with parents, helping them raise children that have social-emotional skills as well as cognitive skills so that these children will be successful in school and in life.

Objectives

The objectives of the program are:

- Provide a loving family friendly environment that supports the growth of the whole child in developmentally appropriate ways
- Partner with parents in guiding the development of their children
- Encourage children to acquire self-esteem, an appreciation for others, and a sense of community
- Foster creativity, exploration, self-discipline and a love for learning.

Biting Policy

DHS Regulation:	109.4(2)g
Board Approval or Updated:	May 2020; cjn and ch
Effective Date:	May 4, 2020
Parent Copy Required:	NO
Public Posting Required:	NO
Distribution Date	Website July 2020

Policy Purpose: addressing biting incidents

Scope: preschool and childcare families

Responsibilities: parents and guardians; staff members of the center

Definitions: As children age, they are not as likely to bite other children. Because of the possibility of disease transmission, this policy has been established for children of this center.

Procedure:

- Perspective on Biting: St. Timothy Preschool and Childcare staff understand that biting can be a common behavior for children, usually ending around the age of three. It is a form of communication that is usually a response to the child's needs not being met or to a challenging situation or stress. At St. Timothy Preschool and Childcare, biting will not be an acceptable form of communication and if biting occurs, we will assess the children involved and the situation to determine what the biting means and how to prevent biting from occurring again.
- Center Response to Biting Incidents: To address the occurrence of biting, staff will take into account five aspects of behavior: the developmental stages, the individual differences, the physical environment, the learned ideas and the emotional needs of the children involved. As we learn about each child we will be better able to anticipate behaviors and redirect the children toward more appropriate ways to make needs known or react to stress.
- Assessment of Supervision and Environment: St. Timothy Preschool and Childcare is committed to providing caring supervision and interaction with children to make sure each child's needs are being met. However, if a biting incident occurs, staff will assess the quality of the relationship with the children involved, the influence of classroom arrangement and the social-emotional support of daily routines. By assessing these

possible external influences, we can make changes if necessary, to prevent biting in the future.

- **Center Response to Child/Staff Bitten:** If a biting incident does occur, staff will keep their own response calm and thoughtful. As soon as possible, we will firmly but caringly talk to the child that bit to let them know in simple terms that biting is hurtful and not acceptable. We will then address the child who was bitten, in a caring and supportive way. We will administer first aid if necessary. The staff member will go back to the child who bit and discuss the incident, teaching the child more appropriate behavior for the next time the child feels the urge to bite. Staff will determine if the children should play together again that day or not.
- **Parent Notification:** Parents/guardians of the children involved in a biting incident will be notified through a confidential Incident Report form. If several incidents occur in a relatively short period of time, staff will provide educational information to the families about biting.
- **Incident Documentation:** Biting incidents will be documented to help staff understand the function of the biting and to determine how biting might be prevented in the future. Staff may use teaching strategies, rearrangement of the environment or more nurturing skills to direct the child to appropriate actions. A copy of the Incident Report form will be kept in the child's file. If biting incidents become more numerous or more children begin biting, these reports may be beneficial to an analysis of the situation.
- **Confidentiality:** All staff and volunteers will maintain confidentiality of the children and families involved in a biting incident. Staff will not give families the name of the other child in the incident.
- **First Aid Procedure for Biting:** Staff are required to maintain first aid certification. First aid procedures that are used in biting situations will be consistent with Red Cross certification for first aid. For the child who was bitten, determination will be made as to:
 - Did the bite break the skin?
 - Is blood or bodily fluid coming from the site?
 If so, the area will be washed with soap and water and covered with a bandage.
 For the child who did the biting:
 - Did blood or bodily fluid get in the child's mouth?
 If so, the child will be helped to rinse the mouth with water. Parents will be notified about the exposure to blood or bodily fluid.

Statements: Biting is unacceptable and the center will do its part to keep it from happening.

Forms: Injury Report 2017 fillable final.pdf

Closure and Delays Caused by Adverse Conditions

DHS Regulation:	
Board Approval Date:	
Effective Date:	August 2019
Parent Copy Required:	YES
Public Posting Required:	NO
Distribution Date	1/10/2020

Policy Purpose: Guidelines for when Adverse Conditions cause closures or delays to the school day.

Definitions: Adverse conditions may be due to fog, heat, snow, ice, cold, disaster, etc.

Statement: Although many of our children attend the Hudson CSD, this does not mean that we serve only Hudson Community Families

Responsibilities: Children must be pre-registered and all required documentation must be on file before Childcare will be provided under these conditions.

Scope: Preschool and Childcare Families

Notification:

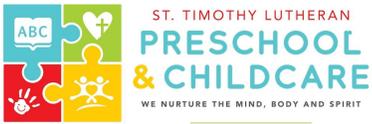
- Hudson CSD schedule changes will be announced on stations KWWL (Channel 7), KCRG (Channel 9), and KGAN (Channel 2). You are encouraged to sign up for Hudson CSD notifications at www.KWWL.com or at www.hudsonpiratepride.com.
- St. Timothy Preschool and Childcare closures (Preschool and Childcare) announcements will be posted on the NEWS FLASH page of our Website: <https://www.sttimothychurch.org/announcements-updates>

Procedure: - PRESCHOOL ONLY.

When adverse conditions cause Hudson CSD to have a delayed start or closure, Preschool is cancelled.

Procedure: CHILDCARE for Preschool and School-Aged Children

- When adverse conditions make it necessary for Hudson CSD to schedule a closure, late start, or early dismissal the Center will be open during normal operating hours for Childcare only.
- Late start - Children may be dropped off beginning at 7:00 a.m., breakfast will be available to those children who desire it. School-aged children who attend Hudson CSD will be transported to the school via Hudson CSD bus.
 - Should a late start turn into a closure, children will remain at the center for the remainder of the day. The center will close at 5:30 p.m. We have food on hand to feed children who do not have a Sack Lunch.
- Early Dismissal - Children will be transported to the Center via Hudson CSD bus and must be picked up at the center no later than 5:30 p.m. (see your FINANCIAL CONTRACT regarding LATE PICK-UP FEES)



- School Cancellation - The center will open at 7:00 a.m. and breakfast will be available to those children who desire it. **PLEASE PROVIDE A SACK LUNCH** for your child. Snacks will be provided throughout the day. The center will close at 5:30 p.m. (see your FINANCIAL CONTRACT regarding LATE PICK-UP FEES)
- CENTER CLOSURE: The center may choose to close when Adverse Conditions become extreme

Confidentiality

DHS Regulation:	RECORDS Iowa Code 237A.7 and 441 IAC 109.3(237A)
Board Approval or Updated:	
Effective/Updated Date:	May 2020
Parent Copy Required:	YES
Public Posting Required:	NO
Distribution Date	Website July 2020

Policy Purpose: identifying who has access to child/family records

Scope: preschool and childcare families, staff members of the center

Responsibilities: staff members of the center

Definitions: under state law, information about a person in a childcare center or the relative of a person in a childcare center is confidential

Statements: Anyone who acquires such information through the operation of a child care center may not disclose it, directly or indirectly, except upon inquiry before a court of law or with the written consent of the person. In the case of a child, written consent must be obtained from the parent or guardian or as otherwise specifically required or allowed by law.

Child care consultants must have unrestricted access to children’s files in performing their duties. In addition, centers must make child immunization records accessible to public health officials without requiring parental consent. Child care centers may also be asked to cooperate with public health officials in the event of a communicable disease investigation.

These confidentiality provisions allow the disclosure of information about the structure and operation of a center. They also allow duly authorized persons to perform statistical analysis of data collected on licensed centers and the publication of the results of the analysis in a manner, which does not disclose information identifying individual persons.

Forms:

Daily Operations: Hours of Operation and Scheduled Closures

DHS Regulation:	109.12 (1) and 109.4 (2)
Board Approval or Updated:	Updated August 2020
Effective Date:	August 2019
Parent Copy Required:	YES
Public Posting Required:	YES
Distribution Date	Website September 2020

Policy Purpose: information on daily operations of center

Scope: preschool and childcare families

Responsibilities: staff members of the center

Definitions: information on days and hours of operation, check in/out procedures, services provided, options on days children may attend preschool, arrival/departure times for preschoolers

Procedure:

Hours of Operation

- The center is open Monday through Friday, 7:00 a.m. to 5:30 p.m.
- morning preschool meets from 8:05 a.m. to 11:05 a.m. for approximately 9 months from Mid-August to Mid May
 - Start and end dates may vary each year
 - Families will be provided with specific start and end dates

Late Pick-up Fee: Client will be charged a late fee of \$5.00 for the first minute and then \$1.00 per minute thereafter per child who remains beyond the 5:30 p.m. closing time. This fee will be added to your next bi-weekly statement. Habitual late pick-up may result in suspension or dismissal of the child from the program.

Scheduled Closures

NOTE: If a holiday falls on a Saturday, the Center will be closed the day before (Friday). If a holiday falls on a Sunday, the Center will be closed the next day (Monday).

- The client must pay for scheduled closing, unless indicated otherwise
- New Year's Day
- Christmas Day
- **Holiday Season: Closed Christmas Day and New Year's Day, but** depending upon the Holiday Schedule and enrollment needs the Center may choose to close up to 5 additional days during this Season.

- No Later than November 1 of each year, parents will be surveyed to determine need during the Holiday Season. Parents will have 2 weeks to respond.
 - No later than November 20, parents will be notified of exact days of additional closure, if any.
 - No later than December 5 parents will provide the center with a care schedule during the days of operation.
 - Parents will be billed 2 weeks in advance for the days scheduled and no refunds will be made.
- Week of Spring Break (Based on Hudson CSD Calendar) NO CHARGE week
 - Good Friday
 - Memorial Day
 - 4th of July
 - Labor Day
 - Thanksgiving (Thanksgiving and Friday after)

Check In/Out Procedures:

- A parent or guardian will walk children into childcare or preschool. The parent or guardian will check each child in on the computer and make sure their child(ren) wash their hands.
- A parent or guardian will sign out on the computer when picking up their child(ren), even if children are playing outside.

Services Provided:

- Early Childhood: children ages 3, 4 and 5 years
 - morning preschool; 8:05-11:05 a.m. (children can also be independently enrolled in the Hudson CSD preschool; Hudson CSD will provide all transportation to and from the school)
 - full and part-time care that includes morning preschool
 - childcare only on Hudson CSD no school and snow days
- School Aged: children kindergarten through age 11 (4th or 5th grade)
 - before and after school care
 - childcare on Hudson CSD days off, snow days, late starts and early outs
 - children enrolled in Hudson CSD will be transported to and from the school by the district
- Summer Program: children ages 3 to 11 years
 - children will participate in Hudson community programs such as the library summer reading program and school-aged children will participate in Park and Rec Kids Adventure
 - children will be walked to the Hudson City Park and play in the Pirates Cove Splash Pad
 - book clubs, STEM, STEAM and much more
- All Year: children ages 3-11 years of age
 - light breakfast
 - a.m. and p.m. snack
 - [Nutrition - Lunches; Specials; Allergies](#)

Preschool Attendance Options:

- Children ages 3, 4 and 5 may attend morning preschool up to three (3) days a week (M,W,F) OR five (5) days a week.
- Arrival/Departure times for Preschoolers:
 - preschoolers eating breakfast at the center should arrive by 7:15 a.m.; breakfast will end at 7:30 a.m.
 - preschoolers not eating breakfast at the center may arrive between 7:30 and 8:00 a.m.
 - preschoolers not eating lunch at the center should be picked up at 11:05 a.m.

Statements: the center offers a wide variety of choices for families with children ages 3 to 11 years old

Forms:

Discharge From the Center

DHS Regulation:	109.4(2)b
Board Approval or Updated:	
Effective Date:	
Parent Copy Required:	YES
Public Posting Required:	NO
Distribution Date	Website July 2020

Policy Purpose: to inform preschool and childcare families of reasons for discharge

Scope: preschool and childcare families

Responsibilities: parents or guardians of preschool and childcare children

Definitions: situations that could result in discharge of child from preschool and/or childcare

- parent/guardian failure to meet center policies
- parent/guardian failure to pay tuition/fees
- inability of a child to adjust to a group experience; child is a threat to other children, staff and/or self

Procedure:

in the case of parent/guardian failing to meet center policies or failure to pay tuition/fees:

- the director will contact the parent/guardian in person about the situation that is causing the problem
- the director will send the parent/guardian an email detailing the discussion that was had in person; if not resolved, then
- the director and board will have a meeting with the parent; if not resolved, then
- the director and/or board has the right to terminate the child's enrollment in the center
- This process will be completed within 30 days of the infraction

in the case of the inability of a child to adjust to a group experience:

- the director will have a meeting with the child's parent/guardian and involve area resource services if needed; if not resolved, then
- the director and board will have a meeting with the parent/guardian; if not resolved, then
- the director and/or board has the right to terminate the child's enrollment in the center
- depending on the severity of the experience, a child can be immediately discharged from the center

Statements: efforts will be made by the center to resolve any situations that arise in order to keep children enrolled in the center

Discipline Policy

DHS Regulation:	109.4.(2)b
Board Approval Date:	Updated 8/2018
Effective Date:	2018
Parent Copy Required:	YES
Public Posting Required:	NO
Distribution Date	Website July 2020

Policy Purpose: Learning appropriate social skills is essential to success in school and in life. Children are taught basic problem-solving skills and when a difficult situation occurs the child is encouraged to examine what has happened and search for possible solutions.

Scope: We will follow these basic conduct rules for everyone:

- We share and take turns. Being KIND helps us all get along.
- We always listen to the teacher or adult in charge and obey what they say.
- We play safe at all times – NO grabbing, hitting, screaming, pushing, head-butting, wrestling, or the like.
- We look to the Golden Rule to cover all situations – Treat others the way you want to be treated.

Procedure: If a discipline problem does arise and behavior needs to be adjusted, we follow the procedure listed here:

- First the problem is identified with the children involved. And then together we find a solution.
- The second time the problem arises we take the child(ren) aside and gently but firmly remind them of how we decided to handle that problem and will be redirected to a different activity.
- If a similar behavior happens a third time in the same class period the child(ren) is seated to the side of the room for a “self-help” time of 3-5 minutes, again talked with, and then sent back to the activity.
- If the same incidence occurs for a 4th time that same day, the child is seated aside and cannot rejoin that activity again that day. Teacher and/or Director will make contact with the parent and describe the series of events that occurred during the day.

We rarely get to the 4th step in this procedure; however, if repeated discipline problems continue the child(ren)’s parents will be notified to gain insight and support for the situation. The procedure for handling repeated discipline problems will be as follows:

- Director will have a conference with student’s parents and involve area resource services if needed; if not resolved, then:
- Director and Board will have a conference with the parents; if not resolved, then:
- Board and/or the Director has the right to terminate the child’s enrollment.

Statement: St. Timothy Preschool and Childcare does not, and will not, employ any of the following disciplinary procedures:

- Harsh or abusive tone of voice with the children nor make threats or derogatory remarks.
- Physical punishment, including spanking, hitting, shaking, or grabbing.
- Any punishment that would humiliate, frighten, or subject a child to neglect.
- Withhold nor threaten to withhold food as a form of discipline.

FIELD TRIPS

DHS Regulation:	109.4 (2b)
Board Approval or Updated:	
Effective Date:	
Parent Copy Required:	YES
Public Posting Required:	NO
Distribution Date	Website July 2020

Policy Purpose: information about field trips

Scope: preschool and childcare families

Responsibilities: preschool and childcare families, staff members of the center

Definitions:

- walking field trips: a trip made by preschool and/or childcare children and staff members that takes them off of center property by foot; may include, but is not limited to, the Hudson Public Library, the Hudson City Park or the Hudson City Splash Pad
- vehicle field trips: a trip made by preschool and/or childcare children and staff members that takes them off of center property by vehicle (no personal vehicles will be used)

Procedure:

- parents or guardians will be asked to sign a field trip permission form giving/not giving consent for their child(ren) to take a field trip while at the center
- field trips will be posted
- if parents choose not to have their child(ren) participate in a field trip, the child(ren) will remain at the center with the director or other staff member
- staff will review the field trip checklist prior to every field trip
- staff will carry a daily attendance/field trip roster sheet on every field trip

Statements: St. Timothy's works hard to give your child(ren) a variety of experiences while keeping their safety a top priority.

Forms: Field Trip Permission

Infectious Disease - COVID 19 Procedures

DHS Regulation:	109.10 (15) a-d
Board Approval or Updated:	August 2020
Effective Date:	6-1-2020
Parent Copy Required:	YES
Public Posting Required:	YES
Distribution Date	8-24-2020

Policy Purpose: information and procedures during a time of infectious disease

Scope: preschool and childcare families, staff, and pre-scheduled guests

Responsibilities: preschool and childcare families, staff members of the center

Definitions:

- contamination: to soil, stain or infect by contact or association
- infection: a disease or condition caused by a germ or parasite
- BEST PRACTICE GUIDELINE - current guidelines that are in the best interest of everyone involved

Procedure: Staff, Children or Pre-Scheduled Guests “guests” During COVID 19

Pandemic:

- Please choose one adult to accompany your child(ren) into the building for check-in.
- Every person in the building **MUST** wear a mask.
- Prior to entering the center.
 - All children, staff and guests will have their temperature checked.
 - Daily temperatures will be recorded, including guests
 - Anyone with a temperature of 100.4 degrees or higher will not be allowed to enter the Building.
 - Children coming off the school bus having a temperature of 100.4 degrees or higher will immediately be placed in the sick room
- Answers regarding illness, family illness, contact to COVID 19 and the individuals physical appearance will be recorded prior to entry.
- All children, staff and guests will wash their hands, upon arrival into the center.
- Staff members will check children into Procare.
- If multiple families arrive at the same time, please stay in your car, wear a mask or keep six feet of space between you and other people/families until your child can be checked in or dismissed.

Travel: If a staff member or family travels, please refer to CDC and DHS guidelines before returning to the center.

Children who become ill at the center

If a child becomes ill while at the center OR it is determined that the child may be ill:

- guidelines for Universal Precautions will be implemented
- parents or authorized persons will be contacted for immediate pick-up
- the child will be cared for in a separate, comfortable area of the center “Sick Room”
- appropriate attention and supervision will be given until the child leaves
- extra attention will be given to hand washing and disinfecting surfaces the child may have been in contact
- After the sick child has been picked up, we will follow our **Cleaning and Disinfection with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19) Policy**

NOTE: Guidelines as of August 2020: These guidelines are provided by the Iowa Department of Public Health and Department of Human Services in conjunction with CDC guidance. Because this is a fluid situation and information continually changes, these guidelines may also change. Any changes made to this policy, will be communicated to parents via email.

Symptoms of COVID-19

- Fever or chills
- Fatigue
- Congestion or runny nose
- Cough
- Headache
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Sore Throat
- Nausea or vomiting
- Diarrhea
- Muscle or body aches
- If a child or staff member
 - Has any type of illness, they WILL NOT BE ALLOWED IN THE CENTER.
 - Best practice guidelines recommended by IDPH is that the ill person should not return to the center for 10 days from the date the symptoms began.
 - An ill persons (non-COVID symptoms), CANNOT return to the center until 24 hours fever free without the assistance of fever reducing medication or 24 hours symptom free
 - Pending COVID 19 Test (even if asymptomatic) - MUST stay out of the Center until the test results are completed
 - After you have received your test results, you must contact the Director, via email, to determine when to return to the Center
- If a PARENT is ill - the Child(ren) MUST stay home

Infectious Disease; COVID 19 Procedures

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Any Staff or Child with **SYMPTOMS OF COVID-19** MUST follow these guidelines:(this includes persons who test positive and persons who are not tested)

- Person should self-isolate until after **ALL** three things have happened:
 - no fever for at least 24 hours (without the use of medicine that reduces fevers)
- AND**
 - Their other symptoms have improved (for example, when your cough or shortness of breath has improved)
- AND**
 - At least 10 days have passed since their symptoms first appeared.

- In the event that local Public Health Officials has **asked** staff, children, or families to **quarantine**, due to a possible exposure, it is important that you **quarantine at home** and do **NOT** seek out other child care during this time

POSITIVE CASE WITHIN THE CENTER:

The Center is required to notify IDPH and DHS when staff or children have a positive viral COVID-19 test.

- If this occurs, we will follow DHS and IDPH Guidance as laid out in:
 - *COVID-19 Case Reporting and Outbreak Responsibilities for Child Care Centers & Homes June 23, 2020*
- parents of affected children will be notified, by phone, as soon as possible, maintaining confidentiality of the individual(s) who tested positive

Should it be deemed necessary to close the center, for a short period of time:

- Parents will be contacted by phone by either the Director or a Preschool & Childcare Board Member, maintaining confidentiality of the individual(s) who tested positive
- the Center phone line 319-988-3633 will be updated with the closure status message
- the 'NEWS FLASH' page on the website will be updated with the closure status message
- It is important that you quarantine at home and do **NOT** seek out other child care during this time

Statements: Our primary concerns are for the health and safety of all staff, children in our care and their families. Please do the Right Thing: Think of the greater good and report to the Director any exposure, potential exposure or a test of positive (even if asymptomatic) immediately. Confidentiality will be upheld at all times

Infectious Disease; COVID 19 Procedures

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Please initial and return this page to the Director. Thank you

ACKNOWLEDGEMENT REQUIRED: Place your initials on the lines below, after reading each statement.

_____ I have read through the above document regarding Parent and Staff Infectious Disease Information.

_____ I acknowledge the rules and protocols for the center and will abide by them.

_____ I understand that failure to abide by the rules above, St. Timothy Preschool and Childcare may refuse care.

_____ I understand and acknowledge that it is my responsibility to contact the center immediately of exposure, potential exposure or a test of positive (even if asymptomatic)

Print name: _____

Date: _____

Nutrition

Food Brought from Home - Lunches and Special Events Allergies and Special Diets

DHS Regulation:	441 IAC 109.15(4) - Food Brought from Home; 441 IAC 109.15(2) Menu Planning
Board Approved:	January 28, 2020
Effective Date:	February 1, 2020
Parent Copy Required:	YES
Public Posting Required:	NO
Distribution Date	Website July 2020

Policy Purpose: Food brought from home for lunches and/or special events; Food Allergies

Responsibilities: Parents are required to bring from home a healthy lunch for each child present during lunch-time (11:15 to 11:45 am daily.). Parents are required to notify the Center, at time of registration, of any food allergies a child may have

Definitions: (DHS Guidelines)

- **Preschool children** - ...Food brought from home shall be monitored and supplemented if necessary to ensure CACFP guidelines are maintained
- **School-aged children** - The center may not apply nutritional standards to the meals.
- **All Children**
 - **Perishable foods** brought from home shall be maintained to avoid contamination or spoilage.
 - **SPECIAL EVENTS:** Snacks that do not meet CACFP nutrition guidelines may be provided by parents for special occasions such as birthdays or holidays.
 - **Food Allergies:** exceptions shall be allowed for special diets because of medical reasons in accordance with the child’s needs and written instructions of a licensed physician or health care provider.

Statement: The Center does not withhold food or beverages as a punishment, nor will staff ever threaten to withhold food as a form of discipline.

Procedure: LUNCH

Preschool Lunch:

- Preschool lunches will be monitored daily by the staff and will be supplemented, if necessary, to ensure that CACFP requirements are met. Each preschool lunch must contain an appropriate portion from each of the following food components - Meats and other proteins, Dairy, Vegetables, Fruit and Grains. Appropriate portions are based on the child's age.
- Avoid Choking Hazards: The size, shape and consistency of food contribute to its ability to choke small children. Pieces of food that are approximately 1/2 inches to 1 1/2 inches in diameter, are round, or are tough and don't easily break apart pose serious risk to children. Foods that are known to result in a high incident rate of choking should be cut into small pieces (not round). Always remove any bones from meat and seeds or pits from fruit.
 - Below are links to websites that provide age appropriate portion guidelines and credible and non-credible food guidelines
- **Supplemented Lunches**
 - **The first week** - During the first week of enrollment a child's lunch will be supplemented at no charge to the family. During this time a slip of paper indicating the item(s) that were supplemented will be placed in the child's lunch container. This process is to educate parents about the 5 components of credible food that is required by CACFP.
 - **After the first week** - If a lunch must be supplemented, a slip of paper indicating the item(s) that were supplemented will be placed in the child's lunch container and a \$1.00 charge for each category supplemented will be issued to the account during the next billing cycle. The fee(s) must be paid within the normal payment guidelines stated in your Financial Contract.
 - More than 10 charges in a billing cycle will result in a written warning indicating the families non-compliance with this policy and DHS regulations.
 - 3 months of 10+ charges within a fiscal year will result in a higher penalty and written notice of the Termination of Services.

School-aged Lunch:

- Although the Center is not required to monitor lunches for school-aged children, parents are strongly encouraged to provide a healthy and nutritious lunch for their children.
 - Below are links to websites that provide age appropriate portion guidelines and credible and non-credible food guidelines

General Lunch Guidelines:

- Send an ice pack when needed in a child's lunch box for perishable foods brought from home to avoid contamination or spoilage,
- Lunch containers must be marked with the child's name
- Please do not send lunch items that need to be warmed, cooked or refrigerated.

Failure to provide Lunch

- Should a Lunch not be provided by the parent, the center will do its best to provide the child with a meal. In this instance a \$15 fine will be issued to the parent within 48 hours of the infraction, and must be paid within 5 business days from the date of issuance. If this fee is not paid within the allowable time frame, a written notice will be issued to the parent indicating that they have 48 hours to pay the fine or they will receive a 1 week notice of termination.
- After the 3rd infraction of failure to provide lunch, written notice of immediate termination of the contract for services will be issued.

ALLERGIES AND SPECIAL DIETS:

- Parents must provide in writing at the time of Registration, any food allergy or medical condition their child may have that warrants special dietary needs.
- A Diet Modification Request form must be completed prior to the child's 1st day of care
 - Written instructions from a licensed physician or health care provider must be provided utilizing the Diet Modification Request Form
- Parents may be asked to provide snacks that meet their child's needs.
- An emergency plan, treatment kit and related staff training may be necessary as well.
- If we can not guarantee safety for your child because of allergies and/or special dietary needs, we reserve the right to refuse admission to the center.

SPECIAL EVENTS:

- Please contact a staff member or the Director, prior to bringing a special event food item from home. This will ensure that allergy or health concerns are considered, enough items are provided for students and that perishable items are properly maintained to avoid contamination or spoilage.
- Children may bring birthday or holiday treats that are purchased, individually wrapped or homemade.
- Homemade treats need to be approved by the Director prior to the occasion to check for students allergies.
- An alternative snack is always a choice and is offered to the children as well.

Forms: Supplemented lunch slip
 Diet Modification Request Form

Resources: [Handy guide to Credible Food](#)

https://educateiowa.gov/sites/files/ed/documents/CACFP_Center_Handy_Guide_to_Creditable_Foods_2019-11-03.pdf

[Portions and Serving Sizes](#)

<https://www.healthychildren.org/English/healthy-living/nutrition/Pages/Portions-and-Serving-Sizes.a.spx>

Non-Center Activities

DHS Regulation:	109.4 (2b)
Board Approval or Updated:	
Effective Date:	
Parent Copy Required:	YES
Public Posting Required:	NO
Distribution Date	Website July 2020

Policy Purpose: information about non-center activities

Scope: preschool and childcare families

Responsibilities: preschool and childcare families, staff members of the center

Definitions:

- non-center activity: a trip made by preschool and/or childcare children and staff members that takes them off of center property by foot or by vehicle (no personal vehicles will be used); may include, but is not limited to, the Hudson Public Library, the Hudson City Park or the Hudson City Splash Pad

Procedure:

- each time there is a non-center activity, the staff will take
 - Emergency Contact binder that contains:
 - emergency contact list
 - allergy/emergency plans for children with allergies or special needs
 - medication and medication log with medication release forms
 - Injury report form
 - Communication device - walkie talkie or cell phone
 - daily attendance roster
 - first aid kit
 - vehicle log (if using bus)
 - Activity outline and materials for extra activities for any wait time
- parents or guardians will be asked to sign a permission form giving/not giving consent for their child(ren) to participate in a non-center activity
- non-center activities will be posted
- if parents choose not to have their child(ren) participate in a non-center activity, the child(ren) will remain at the center with the director or other staff member
- staff will review the non-center activity checklist prior to every non-center activity

Statements: St. Timothy’s works hard to give your child(ren) a variety of experiences while keeping their safety a top priority.

Forms: Allergy Action plan; Parental Permission; Injury Report Form

Non-Prescription Ointments/Lotions

DHS Regulation:	109.10 Health and Safety - Medications
Board Approval or Updated:	June 2020
Effective Date:	June 2020
Parent Copy Required:	YES
Public Posting Required:	NO
Distribution Date	Website July 2020

Policy Purpose: information about non-prescription ointments/lotions

Scope: preschool and childcare families

Responsibilities: preschool and childcare families, staff members of the center

Definitions:

- bug spray: a substance applied to skin, clothing or other surfaces which discourages insects from landing or climbing on that surface
- DEET: the most common ingredient in the United States sold insect repellents and generally considered the gold standard in effectiveness. DEET is safe for children ages two months and older as long as it is used as directed. The Center for Disease Control recommends that children two months and older use a bug repellent with up to 30% DEET.
- sunscreen: a cream or lotion rubbed on to the skin to protect it from the sun
- SPF: sun protection factor; dermatologists recommend using a sunscreen with an SPF of at least 30 which blocks 97% of the sun's UVB rays

Procedure:

- A permission Form must be filled out in order for our staff to have permission to administer any medication, topical creams or lotions (including sunscreen), or lip balm. All of these items must be treated as medications and we are required to have signed permission from a parent or guardian in order to utilize or administer any of the above items.
- Parents need to provide the sunscreens, lotions, and chapsticks - aerosol or spray sunscreen and/or lotions are prohibited. Container should be labeled with the name of the child(ren), placed in a plastic bag and given to the staff.
- All will be stored in separate sealed baggies each labeled with the child's name in a labeled tub or container that is kept in a separate room away from the children. These items may **not** be stored or kept in the child's backpack
- Staff applying lotions or sunscreens will wear disposable gloves to apply and will discard gloves and put on new disposable gloves in between applications to each child.
- Parents should apply bug spray and/or sunscreen to their child(ren) in the morning before coming to the center.
- Sunscreen may also be reapplied if it is a swimming day.

Statements: St. Timothy’s works with parents to keep children protected from the elements.

Parental Access

DHS Regulation:	109.5(1) Parental Participation; 109.6(5) Volunteers and Substitutes
Board Approval or Updated:	
Effective Date:	
Parent Copy Required:	YES
Public Posting Required:	NO
Distribution Date	Website July 2020

Policy Purpose: parents rights concerning unlimited access to their children

Scope: preschool and childcare families, staff of the center

Responsibilities: staff of the center

Definitions:

- unlimited access: parents shall be afforded unlimited access to their child(ren) and to the provider caring for their children during the center’s hours of operation or whenever their child(ren) is in the care of a provider, unless parental contact is prohibited by court order

Procedure:

- parents have the right to unlimited access to their children. Parent visits are encouraged, with the understanding however, that they can only care for their own child while in the center unless they have gone through the background check procedure.
- If parental contact is prohibited, a copy of the applicable portions of the court order, must be provided to the center and will be included in the child(ren)’s file
- parents who act as volunteers or substitutes:
 - Shall sign a statement indicating the following: (see link below)
 1. Have never been conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state.
 2. Do not have a communicable disease or other health concern that could pose a threat to the health, safety or well being of the children.
 3. Have been informed of their responsibilities as a mandatory reporter of suspected child abuse.
 - Shall undergo the record check process if included in meeting the required child to staff ratio, has direct responsibility for a child or children other than their own, or has access to a child or children with no other staff present.

Statements: Centers are responsible for ensuring the safety of the children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other persons present at the facility as well.

Pictures Consent and Guidelines

DHS Regulation:	
Board Approval or Updated:	Updated 5/1/2020 (cjin/ch)
Effective Date:	5/1/2020
Parent Copy Required:	YES
Public Posting Required:	NO
Distribution Date	Website July 2020

Policy Purpose: consent or non-consent for pictures taken at the center

Scope: preschool and childcare families, staff members of the center

Responsibilities: children must have a completed picture release form filed in the center's office

Definitions: pictures taken with a camera or ipad at the center

Procedure: parents or guardians will be asked to sign a Picture Release form giving/not giving consent for photographs to be taken for these situations:

- by the staff: pictures will be used by the center and church for newsletters, local newspapers or other media for the purposes of sharing what we are doing with family and church members, publicity or advertising.
- by the staff: pictures will be used to give as gifts to families at Christmas and the end of the year; pictures will not be shared on personal social media
- by other parents: pictures may be taken on the first day of school, at programs or special events and on the last day of school; pictures containing children other than your own will not be shared on personal social media

Statements: The center and church will not take or use a child's photo without parent or guardian consent.

Forms: Picture Release (1/16/20)

Preschool and School-Age Defined

Policy Title:	Preschool and School-aged defined
DHS Regulation:	COMM204 Definitions
Effective Date:	August 2019
Parent Copy Required:	YES
Public Posting Required:	NO
Distribution Date	Website July 2020

Policy Purpose: To define a preschool aged student and a school-aged student

Definitions:

- **Preschool Age:** Children aged 3 years, 4 years and 5 years that have not yet attended Kindergarten
- **School-Aged:** Children aged 5 years who attend kindergarten through children who have completed grade 5. Children cannot be older than 12 years of age.

Responsibilities: Parent/guardian's are responsible to determine when a child is ready to begin Kindergarten

Procedure: These guidelines are established to determine rates of services; participation in age appropriate programming; CACFP (lunch and snack) guideline regulations;

Program Activities

DHS Regulation:	109.4(2)
Board Approval or Updated:	
Effective Date:	
Parent Copy Required:	YES
Public Posting Required:	YES
Distribution Date	Website July 2020

Policy Purpose: information on program activities

Scope: preschool and childcare families

Responsibilities: staff members of the center

Definitions: information on general schedule, program activities, children's clothing, naptime

Procedure: General Schedule:

early childhood:

- optional breakfast
- preschool
- optional lunch or dismissal
- Hudson CSD preschool or naptime
- freeplay
- snack
- gross motor

school-aged children:

- breakfast
- a.m. bus ride to Hudson CSD
- p.m. bus ride back to St. Timothy's
- snack
- time for school work
- gross motor

❖ Program Activities:

- Preschool
- special afternoon activities on Wednesday, books clubs, STEM and STEAM

❖ Children's Clothing and Personal Possessions:

Children should wear:

- comfortable, washable play clothes that they can manage with little adult help in the bathroom
- shoes that are safe for running and playing outside; no flip-flops, strapless sandals or open-toed shoe

Children should bring the following items to preschool and childcare with them:

- a regular sized backpack that the child can open and close on his/her own, labeled with child's name

Special Accommodations for Children with Special Needs

DHS Regulation:	109.12(1); American with Disabilities Act (ADA)
Board Approval or Updated:	
Effective Date:	
Parent Copy Required:	YES
Public Posting Required:	YES
Distribution Date	Website July 2020

Policy Purpose: State provisions and guidelines for children requiring special accommodations

Scope: preschool and childcare families

Responsibilities: parents of children who require special accommodations, staff members of the center

Definitions:

- child with special needs: children with developmental disabilities or delays, mental retardation, emotional disturbance, sensory or motor impairment or chronically ill children who require special health surveillance or intervention
- staff: the director or an employee of the center who has been provided permission from the director to act on behalf of the center
- parent: parent(s) and/or legal guardian of the child

Procedure: parent and staff will work together for consistency and continuity of care

- parents:
 - parents are required to notify the center at the time of registration if a known special need is present
 - agree to share the child’s IFSP or IEP with staff so there is no disruption in the care of the child
 - if the child does not have an IFSP or IEP and a parent has concerns about the child, please talk with staff so the parent and center can work together to use resources and referral agencies that can provide additional support, materials, adaptive equipment or training
- staff:
 - will read the IFSP or IEP of each child and will notify parent if they have questions

- if staff has concerns about a child who does not have an IFSP or IEP, a meeting will be scheduled with staff and parents to discuss these concerns
- after parental permission is provided, staff will contact Central Rivers Area Education Agency (AEA) for further advice and assistance
- after parental permission is provided, staff may contact a child care health consultant, an early childhood special education professional or staff of Child Health Specialty Clinics for additional consultation or training

Statements: Limitation of accommodations may exist for children whose needs require extreme facility modifications beyond the capability of the facility's resources and the center has the right to refuse care if the special needs of the child are beyond our abilities and/or resources. Furthermore, childcare centers that are run by religious entities such as churches, mosques or synagogues are exempt from title III of the ADA.

Forms: