

Parent Handbook

Welcome to East Union Early Childhood Center! We are proud to serve two and half – five year old children and their families. Your child will have the opportunity to be involved with peers at various developmental levels.

Children grow and develop at different rates. Children have individual differences, which complement each other. Each child is a unique individual and is appreciated and valued as a person. We recognize the family as an important part of the child's world; we welcome family involvement and support. Thank you for giving us the opportunity to provide your child with an early childhood education.

Sincerely,

Hope Hall

MISSION STATEMENT OF THE EAST UNION COMMUNITY SCHOOL DISTRICT

The East Union Early Childhood Center provides a hands on curriculum within a safe environment where children gain the skills needed to grow and learn socially and cognitively.

MISSION AND PHILOSOPHY STATEMENT

We provide children with early care and education that meets each child's needs in all areas of development and includes:

- Rich experiences,
- Multi-sensory activities,
- Awakenning a love of nature,
- Family involvement,
- Nurturing social-emotional skills and creating joyful memories,
- Understanding emotional engagement is the key to powerful learning; this is shown through love, laughter, passion, and meaningful work.

We believe children learn through hands-on experiences with the environment and their interactions with adults and peers.

ABOUT EAST UNION EARLY CHILDHOOD CENTER PROGRAM

The East Union Early Childhood Center provides full and part time programming for children ages two and a half to five years. The preschool day is from 8:00 a.m. to 3:15 p.m. Monday through Friday, with Wrap Around available 6:30 a.m. to 8:00 a.m. and 3:15 p.m. to 6:00 p.m. It is the preschool staff's responsibility to provide a safe, nurturing, and responsive setting for children and their families. The preschool staff is committed to supporting each child's development by helping children live and work cooperatively, by promoting their self-esteem, and by providing support for their families. Parent/family involvement, health and safety, human services, and developmentally appropriate programming are some of the services that East Union Community School District will strive to provide to children in our communities. This preschool program follows a hands-on, developmental approach to active learning. An environment rich in materials and experiences enables children to learn at their own developmental age level.

OUR TYPICAL ROUTINE

You can expect that your child's day will include the following activities at a regularly scheduled time: Centers/Work Time, Meals and Snacks, Large Group, Small Group, Outdoor Exploration or Gross Motor Activities, Brushing Teeth, Story Time, P.E. and Music.

ATTENDANCE

Your child's attendance in preschool is very important to the child and to us as early childhood educators. Please be prompt so that your child has the opportunity to participate in the entire daily routine. If your child is unable to attend preschool on a particular day, please call the East Union Early Childhood Center and leave a message for your child's teacher at the Early Childhood office (641) 347-5790.

If your child misses multiple days of school without an excused absence, the teaching staff will attempt to contact you to determine the reason for the absence. This contact could include a telephone call or letter.

Your child's tuition is based on the schedule you set. There will be no make up or substitution of days except when approved by the Director. Occasional days off and sick days cannot be deducted. After three months of enrollments, two vacation weeks per year are allowed for tuition credit.

Registration

Registration forms and all enrollment forms shall be completed and signed by the parent for each child attending the program. We will need documentation/proof of income if you are wanting to apply for grant funding. (previous year taxes or the last 30 days of pay stubs). We will need a copy of your child's birth certificate before they can attend. A registration supply fee of \$30.00 per child or \$50.00 per family will be paid upon enrollment, and thereafter annually on or by the first of September. This fee is non-refundable.

All Tuition FEES

Tuition is due by Wednesday when paying weekly or by the 7th of the month when paying monthly. \$5.00 late fees are assessed weekly on any account carrying a balance. Tuition rates are: Age 2 ½ - 3 is \$130.00 per week. Age 4 - 5 is \$120.00 per week. School age is \$110.00 per week. Wrap Around charges are \$5.00 per week per child. Part time rates are available and second child discounts will apply. Please visit with the Director to go over your rate. We do have some scholarships available if you qualify based on income. We may also work on a sliding fee scale based on enrollment. Your child's tuition is based on the schedule you set. Tuition is paid regardless of attendance unless you are adding days or using a vacation day. All children that are 4 by September 15th will receive SWVP funding for 10 hours of preschool free. If a 4 year old child is enrolled in East Union Early Childhood Center and another program the funding will stay with EU ECC (the district). The child must be attending East Union Early Childhood Center for 10 hrs or more per week for the district to receive the funding.

EMERGENCY SCHOOL CLOSING OR DISMISSAL

Children who need bus transportation will follow the school schedule and dismissals.

Should inclement weather or any other emergency situation occur which

would result in the closing of school, radio stations will make announcements:

WHO- Des Moines, KSIB- Creston, KJJC- Indianola, KMA- Shenandoah.

Television stations carrying announcements are WHO -TV Des Moines (13); WOI - TV Ames (5); and KCCI - TV Des Moines (8). The district will strive to have announcements before 7:00 a.m. PLEASE have a plan for your preschooler if school is canceled or dismissed early.

Your child's teacher may send out a notification through a classroom app. Wrap Around will be available in the event of inclement weather.

CLOTHING

Please dress your child in comfortable play clothes and shoes. These need to be clothes that he/she does not need to worry about getting dirty.

Please dress your child appropriately for the weather. During winter months, coats, mittens, hats snow pants and boots are needed. Please mark these items with your child's name. We do try to go outside everyday if possible. Students do not go outside if it is raining or snowing heavily, or when temperatures are very cold. In summer, tennis shoes are preferable to flip flops for safety reasons.

FIELD TRIPS

Occasionally we are able to take children on field trips that are within approximately 10 miles of the center. These field trips give your child an opportunity to experience the world outside their home and school. We may ask you to volunteer on field trip days. Only children in our program will attend field trips supported by East Union Early Childhood Center. Children who are not enrolled in our program will not be allowed to attend.

GUEST SPEAKERS

Since we will be providing a wide array of educational opportunities for your child, we will be having guest speakers come into the center on a regular basis. These speakers may talk to your child about their profession, their cultural background or their hobbies. They may also bring items to share with your child that relate to the subject. We strongly encourage family members to be guest speakers.

SHORTENED SCHOOL DAYS (Shared Visions only)

We have early out days every WEDNESDAY as well as a few other full days each year to allow time for teacher training, planning, parent/teacher

conferences, and staff in-service. This is a good time to take care of some of your child's out of school needs (medical and dental appointments).

Information regarding EARLY OUT school days will be sent home in your child's Blue Folder. Wrap Around will be available until 6:00 p.m. on these days and every day. Please keep the Director and teacher informed of the schedule and any changes.

ARRIVAL/DISMISSAL POLICY

1. **All parents will be asked to complete a pick up/drop off permission form.** Any changes to the pick up form must be done in writing as soon as possible! **A parent may telephone the office or your child's teacher to have someone else pick up their child,** but that person must be listed on the pick up/drop off form. **IN AN EMERGENCY,** a parent may phone a request that someone not listed be allowed to pick up the child. They must follow up with a written change to the form as soon as possible.
2. **Anyone picking up a child at the center MUST be listed on the pick up form and show identification when asked.** Staff is required to ask for identification if they do not know the person picking up the child.
3. **A child cannot be picked up by anyone other than a responsible adult.** A responsible adult is defined as a parent/legal guardian or individual of at least 18 years of age.
4. **Staff may release a child to either biological parent listed on the birth certificate, UNLESS we have a copy of custody orders or court documents on file.** If there is no court document available or there is any doubt that the child should leave with the other parent, the following precautionary steps may be taken: call the parent/guardian or legal guardian that the child lives with or call the police department.
5. **Children will not be allowed to arrive at school before the normal scheduled start time** (Unless the child is enrolled in the Wrap Around Program. Parents will be charged for childcare if they continually bring their child in before the start of the school day, which is 8:00 a.m.).
6. When bringing or picking up your child at school, **you are required to walk him/her into the classroom and sign them in and out with full name signature each day.** This will assure the safe arrival of your child.
7. **Children must be picked up promptly at dismissal time,** unless your child is enrolled in the Wrap Around Program. If a child has not been picked up from the center within 15 minutes of dismissal time, a parent or emergency contact will be called.

SUPPLY LIST:

Most supplies are provided for preschoolers. Parents can help a great deal by providing the following supplies for school:

- a backpack to carry to and from school everyday (NOTE: Please get a backpack large enough to fit a folder without bending.)
- a change of clothing for your child if clothing becomes wet from “accidents” or play (water table, puddles, snow outside).
- 3 boxes of tissues, 2 containers disinfectant wipes, 2 glue sticks, 1 bottle of glue, 1 package wet wipes.
- P.E. shoes (need not be new but clean and labeled with child’s name)

TOYS/HEADSETS/HANDHELD GAMES ETC.

DO NOT bring the above items to school. These items are often lost, broken, or sometimes stolen. The school will not be responsible for these items if they are brought to school. Either the teacher or director may grant permission for an exemption on a special occasion.

PETS:

Pets may only be brought to school on a prearranged basis with the Director and classroom teacher. The teaching staff supervises all interactions between children and animals and instructs children on safe behavior when in close range of the animal. The staff will make sure that any child who is allergic to a type of animal is not exposed to that animal.

Pets visiting our program or classroom pets must:

- Appear to be in good health.
- Have documentation from a veterinarian or animal shelter to show that the animal has been fully immunized and that the animal is suitable to be in contact with children.
- Reptiles are not allowed in the classroom because of the risk for salmonella infection.

NO PETS ARE PERMITTED ON THE SCHOOL BUS!

NUTRITION BULLETIN

While at school, your child will receive a nutritious breakfast, lunch, and snack that will supply many of their daily nutritional requirements. Menus are sent home monthly. Mealtime is a valuable part of our program experience. The goal is to develop good habits and attitudes by providing a

variety of food experiences. The following policies will help us meet that goal.

1. Adults are to set good examples for the children by their attitudes, actions, and acceptance of food during mealtime.
2. Children, staff and volunteers eat together, sharing the same menus.
3. Family style meal service is used to help children learn self-help and socialization skills. Each child serves their own food and pours their own drink as it is passed around the tables. Children are encouraged to take responsibility for their own spills and clearing their dishes when finished.
4. Adults sit with children during the meal, modeling good table manners and social skills. Children are encouraged to taste all foods before seconds, but not forced to clean up plates.
5. All food is passed and served at the beginning of the meal and may be eaten in any order.
6. Food is not used as a reward or punishment.
7. Interesting table conversation about the child's total experience will be encouraged and mealtime should be 20-30 minutes.
8. Teachers will establish their own rules for leaving the table and cleaning up. Volunteers will be informed of expectations. If you are volunteering or going to eat with your child, please tell your teacher so she/he can order correctly by 9:00 a.m.
9. If treats are brought from home for a birthday or other special occasion to share with the class, we encourage whole fruits or commercially prepackaged food in factory sealed containers.
10. We strongly suggest that your child eat our school lunch. If you choose to send your child's lunch we will ensure that all foods brought from home meet the USDA's CACFP food guidelines. All foods that a child brings will be marked with their name. Staff will refrigerate all food that needs to be. Food may be provided to supplement food brought from home if necessary.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for

prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690- 7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

It is the policy of East Union Early Childhood Center to provide equal education and employment opportunities and not to illegally discriminate on the basis of gender, race, national origin, religion, age, marital status, or disability in its employment and personnel policies. Also, sexual harassment by board members, administrators, personnel, students, vendors and any others having business or other contact with the center is prohibited and will not be tolerated. Inquiries and grievances regarding compliance with the above policies may be directed to Compliance Coordinator, East Union CSD, address of program 1916 High School Drive, phone number of program 641-347-8421 or to the director of the Iowa Civil Rights Commission, Des Moines, IA.

SPECIAL DIETS

We will provide any special diets needed by a child with special health care needs or a food allergy. If a child has a special health care need or food allergy you will need to have your physician fill out paperwork with the help of East Union's school nurse who will develop a Care Plan for your child.

DISCIPLINE AND GUIDANCE

East Union Early Childhood Center staff believes that all children should be treated with respect. We will foster cooperation by giving praise and

positive reinforcement for acceptable behavior, giving children choices, and by making sure rules are simple and clearly understood by the children. The children will take part in creating the classroom rules. Every effort will be made to handle behavior problems positively and consistently.

If unacceptable behavior persists and the staff has tried various approaches to the situation, a conference may be necessary. The conference may include the student, staff members, parent (s) or guardian, counselor, or director, depending on the severity of the situation. If problems still continue, the student may be referred to the Instructional Consultation Team. Teaching staff never uses physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion.

BITING POLICY

When a child bites (or intends to bite) another child the provider will quickly but calmly if possible intervene.

If the skin is broken the wound will be washed with mild soap and water, bandaged and then an ice pack will be applied. The biter will be encouraged to help the other child by getting the ice pack ect...

The parents of both the bitten child and the child who bit will be called and notified when the skin is broken. The provider will tell what happened but will not name or label the child who bit. An accident / incident report will be written.

A plan of action will be made with the parents of the child that bit on how to prevent and handle future biting.

The child who bit will be closely “shadowed”. If the child bites again the child will be removed from the area or activity and then redirected to another activity.

If a child bites three times in one day the parent is called and are ask to pick up the child. If biting continues and the child’s parents are called to pick them up two times in one week then the discussion with the parent will take place to form the best plan of action. This could look like:

- Make sure there is not a medical reason for the biting
- Explore the social emotional aspects of why a child may be biting and look at solutions
- Move the child to a different room

- As a last resort evaluate if a smaller program may be better for the child

PARENT INVOLVEMENT

As a parent, your involvement is vital to your child's success in school and the success in our program. You are your child's first and **most important** teacher. We invite you to join us in the many different activities going on throughout the school year.

*Please plan to **visit your child's classroom**. Our open-door policy welcomes you at all times!!! This gives you a great sense of what your child does everyday and will give you and the teachers a chance to get acquainted.

***Parent- Teacher** Conferences-Parents and teachers can share how children are developing at home and at school.

***Field Trips**- We will be going on a few field trips throughout the year, and we always need a few parent volunteers to accompany us!!

***Home Visits**- These will give you a chance to speak privately with your child's teachers. They provide parents without transportation a means of communicating with teachers. They demonstrate positive home and school connections to children.

***East Union Early Childhood Center Advisory Board** – This is a group of volunteers who represent the preschool program. The board will communicate concerns and make suggestions for improvements.

Suggestions for Effective School Communications

- The individual teacher and the director will make every attempt to communicate personally and directly with parents whenever appropriate for sharing positive news, progress, praise, or sharing a problem of importance which is affecting a child's learning, his/her health, or his/her general welfare.
- Family communication with the school: written notes in the Blue Folder, Daily Communication Book, telephone the school or teacher, or request a Parent-Teacher Conference.
- If families have concerns, please visit with your child's classroom teacher. If the issue of concern is not resolved, contact the Early Childhood Director.

HOLIDAY CELEBRATIONS

Holidays provide an opportunity to talk about various cultures, but they should only be one part of an effort to help children see likenesses and positive differences between cultures. We need to be sensitive to the beliefs and feelings of all our families. The staff will respect all family values and practices.

WRAP AROUND CHILD CARE SERVICES

Wrap Around Child Care Services are available from 6:30-8:00 A.M. and 3:15-6:00 P.M. each day, as well as full days when school is not in session.

SUPPORT SERVICES

Green Hills Area Education Agency staff will be available to provide staff development activities and early childhood intervention support services.

These support services may include family intervention, speech and language development, physical therapy, occupational therapy, and behavior management strategies and individual plans that support the children's inclusion and success.

INCLUSION OF CHILDREN

The East Union Early Childhood Center accepts children of all ability, including children with health concerns. We will provide the best possible care and education to all children. If we can not meet the child's needs we will assist in forming a plan.

ICT

ICT or Instructional Consultation Team is set in place to enhance, improve and increase student and staff performance. The purpose of this effort is to develop a systematic support network within our school district. The program will enhance teachers' skills in and application of best practices of instructional assessment and delivery. ICT will also develop school-wide norms of collaboration and problem solving. It will help the staff to utilize data for classroom and school decisions.

CURRICULUM- CREATIVE CURRICULUM GOLD

East Union Early Childhood Center uses Creative Curriculum standards and objectives to measure where your child is developmentally in the following areas: social-emotional, physical, language, cognitive, literacy,

mathematics, science and technology, social studies, the arts and, if needed, English language acquisition. They use Teaching Strategies GOLD, an online assessment, to gather information. Listed below are the standard and objectives for Creative Curriculum.

Social-Emotional Development

Objective 1. Regulates own emotions and behavior

- a. Manages feelings
- b. Follows limits and expectations
- c. Takes care of own needs appropriately

Objective 2. Establishes and sustains positive relationships

- a. Forms relationships with adults
- b. Responds to emotional cues
- c. Interacts with peers
- d. Makes friends

Objective 3. Participates cooperatively and constructively in group situations

- a. Balances needs and rights of self and others
- b. Solves social problems

Physical Development

Objective 4. Demonstrates traveling skills

- a. Walks
- b. Runs
- c. Gallops and skips

Objective 5. Demonstrates balancing skills

- a. Sits and stands
- b. Walks on beam
- c. Jumps and hops

Objective 6. Demonstrates gross-motor manipulative skills

- a. Throws
- b. Catches
- c. Kicks

Objective 7. Demonstrates fine-motor strength and coordination

- a. Uses fingers and hands
- b. Uses writing and drawing tools

Language Development

Objective 8. Listens to and understands increasingly complex language

- a. Comprehends language
- b. Follows directions

Objective 9. Uses language to express thoughts and needs

- a. Uses expanding expressive vocabulary
- b. Speaks clearly
- c. Uses conventional grammar
- d. Tells about another time and place

Objective 10. Uses appropriate conversational and other communication skills

- a. Engages in conversations
- b. Uses social rules of language

Cognitive Development

Objective 11. Demonstrates positive approaches to learning

- a. Attends and engages
- b. Persists
- c. Solves problems
- d. Shows curiosity and motivation
- e. Shows flexibility and inventiveness in thinking

Objective 12. Remembers and connects experiences

- a. Recognizes and recalls
- b. Makes connections

Objective 13. Uses classification skills

Objective 14. Uses symbols and images to represent something not present

- a. Thinks symbolically

- b. Engages in socio-dramatic play

Literacy

Objective 15. Demonstrates phonological awareness

- a. Notices and discriminates rhyme
- b. Notices and discriminates alliteration
- c. Notices and discriminates smaller and smaller units of sound

Objective 16. Demonstrates knowledge of the alphabet

- a. Identifies and names letters
- b. Uses letter-sound knowledge

Objective 17. Demonstrates knowledge of print and its uses

- a. Uses and appreciates books
- b. Uses print concepts

Objective 18. Comprehends and responds to books and other texts

- a. Interacts during read-aloud and book conversations
- b. Uses emergent reading skills
- c. Retells stories

Objective 19. Demonstrates emergent writing skills

- a. Writes name
- b. Writes to convey meaning

Mathematics

Objective 20. Uses number concepts and operations

- a. Counts
- b. Quantifies
- c. Connects numerals with their quantities

Objective 21. Explores and describes spatial relationships and shapes

- a. Understands spatial relationships
- b. Understands shapes

Objective 22. Compares and measures

Objective 23. Demonstrates knowledge of patterns

Science and Technology

Objective 24. Uses scientific inquiry skills

Objective 25. Demonstrates knowledge of the characteristics of living things

Objective 26. Demonstrates knowledge of the physical properties of objects and materials

Objective 27. Demonstrates knowledge of Earth's environment

Objective 28. Uses tools and other technology to perform tasks

Social Studies

Objective 29. Demonstrates knowledge about self

Objective 30. Shows a basic understanding of people and how they live

Objective 31. Explores change related to familiar people and places

Objective 32. Demonstrates simple geographic knowledge

The Arts

Objective 33. Explores the visual arts

Objective 34. Explores musical concepts and expression

Objective 35. Explores dance and movement concepts

Objective 36. Explores drama through actions and language

English Language Acquisition

Objective 37. Demonstrates progress in listening to and understanding English

Objective 38. Demonstrates progress in speaking language

PRESCHOOL ASSESSMENT PLAN

Assessments are an integral part of our preschool program and are used to support children's learning. A variety of methods such as observations, anecdotal notes, checklists, and rating scales are administered individually to students in the school environment setting when appropriate.

Hearing tests are given by the AEA audiologist and the vision screening is given by Iowa Kids Sight.

The Brigance Preschool Screening Tool is given within the first three months of entrance into the program. Testing takes place in the one-on-one setting, and is administered by EU ECC Site Coordinator. Results of this assessment are used to drive curriculum, plan for individual student learning, and to identify a child's level of development.

Creative Curriculum-GOLD includes both formal and informal assessment opportunities. Daily observations are recorded online, and used for monitoring children's development, planning curriculum, and identifying children's strengths and preferences.

IGDI's- Individual Growth and Development Indicators. This testing insight for teachers in planning for classroom activities.

Assessment data is shared district-wide and with the AEA. Data is also used to identify students who need support services or individualized education plans.

Families will plan for and implement individualized goals for their children. Each child's family will complete an Ages and Stages Questionnaire. Families will also select goals they would like to see their child meet during the school year. Teachers and families will meet to discuss and assess each child's progress toward these goals during parent-teacher conferences.

Results of assessment information will be communicated through parent/teacher conferences held at least two times a year and written reports sent home in the child's Blue Folder.

All assessment methods and procedures are consistent with program curriculum and philosophy.

Below is a chart of the assessments given to your child throughout the school year, as well as ways that the information is shared with you.

Test	Fall	Winter	Spring	Other
Brigance	X		X	
IGDI's	X	X	X	
Creative Curriculum-GOLD	X	X	X	
Unit Checklists/ Early Lit. Goals				As determined by teacher
Parent/Teacher Conferences	X		X	
Quarterly Reports				3-4 times a year
Goal Setting	X			As needed
Child Interest Survey	X			
Work Samples				Quarterly (minimum)
Dental Screening	Within 90 days of Enrollment.			
Hearing Screening				1 time (AEA) follow up testing as needed
Vision Screening				1 time (Iowa Lions)

ETHICS and CONFIDENTIALITY

East Union Early Childhood staff will adhere to the National Association for the Education of Young Children's Code of Ethical Conduct. Information about a child will only be shared with that child's parents/guardians. Each staff person will sign a Statement to document that they will abide by the NAEYC's Code of Ethical Conduct.

CHILD RECORDS

Student records are kept confidential and are in a locked file. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records. Parents may access, request amendments to, and copy their child's records during regular office hours.

Parents or guardians will be asked to sign a release of information form before information may be shared with other agencies.

HEALTH AND SAFETY

A certified nurse is staffed full-time within the East Union Community School District. The nurse will attend to the basic health needs of all Pre-K - 12 students. State law, requires that the nurse has a copy of each child's birth certificate and current immunization records on file.

All center staff will be certified in First Aid, CPR, and in using infection control precautions. Individual medical problems and accidents are recorded. Parents will be notified of the problem and/or accident and will receive an accident report if an incident occurs. The center staff will file a copy of the report.

PHYSICAL EXAM

A current physical exam is required. Immunizations must meet Iowa requirements. A signed certificate of immunization is required.

DENTAL EXAM/ HEALTH

A dental exam is required within 90 days of the child's first day of class. Any follow-up work should be done as soon as possible. The staff and the school nurse will teach dental health care. Our program provides children the opportunity for tooth brushing and gum cleaning once daily to remove food and plaque. Our program will provide the toothbrushes for each child. We will not use toothpaste.

EMERGENCY PHONE NUMBERS

You are asked to provide Emergency Phone numbers on your child's Enrollment Card. Please contact the school whenever any Emergency Number is to be changed or updated. The school must have the ability to contact the parent or another designated adult in cases of an emergency.

URGENT AND EMERGENCY CARE

Our staff will provide urgent and emergency care to your child if our staff cannot immediately reach the parent/guardian or emergency contact.

MEDICATIONS

No medication, over-the-counter or prescription, may be given without written authorization by a physician.

- The medication must be in its original container with doctor's name, directions, and child's name on it. The date must be current.
- The parent must sign an **original medication permission form**.
- Specific instructions should be sent to the school, required dosage, time to be given, and the reason the medication is being given.
- Medications must be delivered to the teacher or school nurse. **Medication should not be left in a child's bag.**

ILLNESS AND INJURY POLICY

If your child becomes ill or seriously injured at school, the teacher or school nurse will notify you or the "emergency contact person" that your child needs to leave school due to illness or injury.

If the teacher or assistant teacher determines that the child has a contagious illness, they will contact the parent or designated adult to pick up the child.

Children should not come to school if they have the following:

- * Fever of 101 degrees or higher
- * Diarrhea, vomiting, or fever during the last 24 hours
- * Sore throat accompanied by fever, difficulty breathing or swallowing. ****Professional discretion will be used to evaluate any child with nasal discharge or excessive cough.*
- * Redness, swelling, and discharge of the eyes (suspected pinkeye may require a note from physician)
- * Contagious skin rash (suspected impetigo, chicken pox, ringworm or scabies)

Exclusion

Children will be excluded if:

1. The child's illness prevents the child from participating comfortably in activities that the center routinely offers.

2. The illness requires more care than staff members are able to provide without compromising the needs of the other children in the group.
3. Keeping the child in preschool poses an increased risk to the child or to other children or adults with whom the child will come in contact.
4. The child has a temperature of 101 degrees or higher.
5. The child is vomiting or has diarrhea.

SCREENINGS

The school nurse completes the following screenings annually: head lice (as needed), height and weight. Green Hills Education Agency staff completes hearing screenings annually. Iowa Kids Sight, on behalf of Iowa Lions Club and University of Iowa Health Care, provides vision screening.

INSURANCE

A voluntary insurance program is offered for all children. Information on the plan will be shared with parents through Blue Folders and at Orientation Day in August. Claim forms are available through the nurse's office.

Claims are handled directly with the company by the parents/guardians.

IMMUNIZATIONS

Iowa Law requires evidence of immunization before any student can be enrolled in the East Union Community School District. Immunizations required are the following:

POLIO: At least three doses of oral polio vaccine, at least one dose must have been received after the child's fourth birthday.

DTP: Diphtheria/Tetanus/Pertussis (Whooping Cough) at least three doses, at least one dose must have been received after the child's 4th birthday.

MEASLES: One dose of measles vaccine on or after 15 months of age. A second dose will be required before entering Kindergarten.

RUBELLA: One dose of rubella vaccine given on or after 15 months of age. A second dose will be required before entering Kindergarten.

1. A certificate documenting the above immunizations must be on file at school for each student.
2. On the first day of school, a record showing all the dates and kinds of immunizations received must be on file.

3. The name of physician, nurse or clinic giving immunization is also needed.
4. The certificate may be obtained from your doctor's office, the county health nurse, or school nurse.

Students with immunizations partially completed will be issued a Provisional Certificate allowing an additional 120 days (or until end of the 1st semester-whichever is longer) to complete the remaining immunization.

COMMUNICABLE DISEASE POLICY

A communicable condition is any condition that can be transferred from one person to another. All East Union Early Childhood Center staff will follow universal precautions and Bloodborne Pathogens Exposure for infection control. Testing children for HBV (hepatitis B virus) will not be a prerequisite.

With regard to infection control measures, every person shall be assumed to be an HBV carrier. All precautions will be taken to stop the spread of infection.

To ensure the health and safety of all children as well as staff, a child with a contagious or short-term illness may not attend class.

If the teacher or assistant teacher determines that the child has a contagious illness, they will contact the parent or designated adult to pick up the child.

Please notify staff if your child is ill, especially if the illness is contagious. Please inform East Union Early Childhood Center staff of any health or safety needs of your child that the program may be required to address.

COMMUNICABLE DISEASE CHART

Disease *IMMUNIZATIONS ARE AVAILABLE	Usual Interval Between Exposures	Main Symptoms & First Symptoms
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CHICKEN POX	13-17 days	mild symptoms and fever; pocks are blistery, have scabs, most on “covered” parts of the body
COMMON COLD	12-72 hours	sneezing, temperature, cough, malaise
FIFTH DISEASE (ERYTHEMA INFECTION)	4-14 days	usual age is 5-14 years, unusual in adults; brief prodrome of low-grade fever followed by Erythema on cheeks, a net-like rash on the extremities lasting a few days to 5 weeks, rash seems to reappear usually mild; enlarged
GERMAN MEASLES (Rubella)	14-21 days	glands in neck and behind ears; brief red rash
IMPETIGO	4-10 days	inflamed sores with pus
INFECTIOUS HEPATITIS	variable average	headache, abdominal pain, nausea, vomiting, usually fever, skin & eyes may or may not be yellow.
MEASLES*	10 days to fever	like a cold; fever; blotchy red rash.
MENINGOCOCCAL MENINGITIS	commonly 3-4 days	headache, nausea, pain in back, stiff neck, and fever
MUMPS*	commonly 3-4 days	fever, swelling and tenderness of glands at angle of jaw
PEDICULOSIS	7 days for eggs to hatch 7-12 days	lice and nits in hair
POLIOMYELITIS*	10-14 days	fever, vomiting, headache, stiff neck, muscle soreness
RINGWORM OF SCALP	3 days to 3 weeks	scaly patch, usually ring-shaped on scalp
SCABIES		tiny burrows in skin caused by mites
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
WHOOPIING COUGH	7-10 days	head cold, slight fever, cough, characteristic “whoop” after two weeks

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SCHOOL BUS PROCEDURES AND RULES

The school district will annually provide the following notice to students and their parents:

The East Union Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior, to maintain order on the school buses, and to promote and maintain a safe environment. Our students and parents are hereby notified that the content on videotapes may be used in a student disciplinary proceeding. The content on videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school bus.

1. Bus riders shall be at the designated loading point before the bus arrival time. Contrary to popular belief, Iowa does not require the driver to wait if the school bus is on time. Pupils must avoid roughhousing or loitering when waiting for the bus.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter. Each pupil must go directly to his/her seat upon entering the bus.
3. Riders must not extend arms or heads out of the window at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The Emergency Door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.

8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or the replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all buses for the bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation. Loud or vulgar language is prohibited. When the bus is crossing a railroad track all conversations must stop until the bus has crossed the tracks. Pupils shall refrain from talking to the driver while the bus is in motion.
13. The driver is in charge of the students and vehicle, and the driver is to be obeyed promptly and cheerfully.
14. Students shall assist in looking after the safety and comfort of younger students.
15. A bus rider who must cross the roadway to board or depart from the bus shall cross in front of the bus (no closer than 10 feet), look in both directions and proceed across the road or highway only on signal from the driver.
16. Student shall not throw objects about the vehicle or out of bus through the windows.
17. Shooting paper wads, squirt guns or other material in the vehicle is not permissible.
18. Students shall keep their feet off the seats.
19. Roughhousing on the vehicle is prohibited.
20. Students shall refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco, drugs or look-a-like substances are prohibited in the vehicle.
22. There shall be no opened pop or liquid containers on the bus, and all unopened pop or liquid containers should be in a gym bag or lunch box.
23. The Good Conduct Rule is in effect.

BUS REPORT SLIPS

Each driver, including any substitute driver, the Center Director, or the Director of Transportation, may write a bus report slip for a specific student. A copy is given to the students. We ask that parents review the bus report slip, sign at the bottom, and have the child return the slip to the

director. Parents are asked to visit with their child in regard to the need for appropriate bus behavior, bus rules, and expectations for their bus conduct. Parental support is necessary in helping provide a safe, caring and efficient school transportation system.

A child's driver may choose to visit with the child or the parent personally in regard to a bus problem that may result in a formal bus report slip.

Consequences for inappropriate bus behavior or rule violation may be delayed by the driver (seat change, conferences, etc.) and/or the director who will also determine student consequences. The nature of the problem/behavior of the student and the number of previous bus report slips will be taken into consideration.

The Early Childhood Center may notify parents that bus transportation is not going to work for their child and alternative plans should be made. Parents and students will have communication regarding concerns before transportation by bus is no longer an option.

NAEYC

You have chosen an early childhood program for your child that is accredited by the National Association for the Education of Young Children. "The NAEYC is a professional organization which promotes excellence in Education (naeyc.org)." East Union Early Childhood Center under the East Union School District was awarded accreditation until April 30, 2014.

WHAT IS ACCREDITATION?

Early childhood programs accredited by the NAEYC have voluntarily undergone a comprehensive process of internal self-study, invited external professional review to verify compliance with the Academy's Criteria for High Quality Early Childhood Programs, and been found to be in substantial compliance with the Criteria. A copy of the Criteria can be obtained from the Academy.

WHAT IS A HIGH QUALITY EARLY CHILDHOOD PROGRAM?

A high quality early childhood program provides a safe and nurturing environment while promoting the physical, social, emotional, and

intellectual development of young children.

In accredited programs, you will see:

- *frequent, positive, warm interactions among adults and children

- *planned learning activities appropriate to children's age and development, such as block building, painting, reading stories, dress-up, and active outdoor play

- *specially trained teachers

- *enough adults to respond to individual children

- *many varied age-appropriate materials

- *a healthy and safe environment for children

- *nutritious meals and/or snacks

- *effective administration

- *ongoing, systematic evaluation

To find out more: www.naeyc.org

