



Early Childhood Programs

Parent/Guardian Handbook 2026 - 2027

1203 Clark Street

Charles City, Iowa

Preschool Director: Jody Osier

Teacher: Kristy Wilde

Principal: Laurie Field

Teacher Associate: Desirae Reddel

Teacher Associate: Melissa Ashley

Phone: 641-228-1225

Email: jody.osier@iccharlescity.org

Email: kristy.wilde@iccharlescity.org

Email: laurie.field@iccharlescity.org

TABLE OF CONTENTS

General Procedures and Policies for Preschools and Childcare

Mission Statements	Page 4-5
1.) Archdiocese of Dubuque	
2.) Immaculate Conception Catholic School Philosophy	
Admission Policies	Page 5
1.) Admission	
2.) Equal Opportunity/Multicultural Assurances	
3.) Enrollment	
Early Childhood Outcomes	Page 5-6

Accidents/Illness

Accidents/Emergencies	Page 6
Absences from Preschool	Page 7
Dental Emergencies	Page 8
Medication Policy	Page 8
Change of Address	Page 8
Child/Staff Ratio	Page 8

Policies

Dual Parent Reporting	Page 8-9
Field Trip/Transportation	Page 9
Discipline	Page 10
Dismissal Policy	Page 10
Biting	Page 10
Nutrition	Page 10
Special Services	Page 10
Parent Participation	Page 10-11
Sanitation	Page 13
Staff	Page 13

Health/Safety/Compliance Issues

Aids	Page 14
Asbestos	Page 14
Blizzard	Page 14
Chemical Right to Know Law	Page 14
Chemical Spill	Page 14
Earthquake	Page 14
Emergency Preparedness and Procedures	Page 14-15
Fire/Tornado Drills	Page 15
Intoxicated Parents	Page 15
Lead in the Drinking Water	Page 15
Lost or Abducted Children	Page 16
Power Failure	Page 16
Radon Testing	Page 16
Smoking/Smoke Free Building	Page 16
Structural Damage	Page 16

Preschool Procedures:

Access	Page 16
Arrival	Page 16
Calendar	Page 16
Emergency Closing	Page 17
Enrollment	Page 17
Financial	Page 17
Records	Page 17
Statement of Health	Page 17
Waiting List	Page 17
Withdrawal	Page 17
Required Immunizations	Page 18
Student Privacy Act	Page 19
Mandatory Reporting	Page 19
DHS Consultant	Page 19

Appendix A

Page 20-21

GENERAL PROCEDURES AND POLICIES FOR PRESCHOOL AND DAYCARE

Mission and Vision Statement

MISSION

Mission Statement *Immaculate Conception Catholic School (IC) provides an exceptional education for preschool through sixth grade students of all faiths and abilities in Charles City and surrounding communities. Faculty and staff take a personal, collaborative approach to each child's learning, empowering students to reach their full potential. IC develops a strong life-long foundation that embraces the child's faith and relationship with God. The community of IC is invested in educating the whole child, stimulating creativity and serving the communities of which we are a part.*

VISION

Vision Statement *The Vision at IC is to be identified as a school where each child is inspired to reach their full potential by following the core values of Faith, Scholarship, Kindness, and Service.*

4 CORE VALUES

Faith *IC provides a faith based education allowing children to grow in the knowledge of the Catholic Religion and their personal relationship with God.*

Scholarship *The faculty and staff at IC are dedicated to ensuring the academic excellence and growth of each student. IC provides an environment that cultivates a love of learning; preparing the children for a lifetime of discovery.*

Kindness *IC nurtures an atmosphere of moral integrity, empathy, and humility.*

Service *IC believes that community service is vital to the spiritual growth of our students. IC creates a foundation that prepares each student for lifelong community service.*

#ICfaith #ICscholarship #ICkindness #ICservice

#ICyourfullpotential

Philosophy:**Mission Statement of the Educational Apostolate-Archdiocese of Dubuque**

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to guide individuals to: respond to God's call to personal conversion from Catholic Christian Community grow in knowledge and culture, becoming enlightened and enlivened by faith shape society in the spirit of Gospel freedom, justice, and love.

Mission Statement of Immaculate Conception Catholic School Early Childhood**Programs:**

The goal of our preschool is to promote the development of each individual to his/her fullest potential through an educational program permeated with a Catholic Spirit and Catholic values. We want children to develop spiritually, emotionally, intellectually, physically and socially, through a Christian atmosphere.

Admission Policies:**Admission**

The Archdiocesan Educational System maintains a policy of open enrollment in all educational programs.

Equal Opportunity/Multicultural Assurances:

Immaculate Conception Catholic School is an equal opportunity employer and school. No student will be discriminated against because of his or her race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability. However, students are required to meet the school's academic and financial requirement(s). As a bona fide religious institution, educational programs governed by the Archdiocesan Board of Education may consider a student's religion, sexual orientation and/or gender identity a qualification for enrollment when such qualifications are related to a bona fide religious purpose.

Enrollment:

To enroll a child, the following must be completed:

1. A physical exam form completed and signed by physician including a record of immunization
2. Application form
3. Medical consent form
4. Pick up authorization
5. Doctor and Dental Information form
6. Registration in Powerschool

* A child must be four by September 15th to enroll in the four year old class. A child must be three by September 15th to be enrolled in the M - F three-year-old program. They must be three years old by January 15 to enroll in the M-W-F class.

Early Childhood Outcomes—Archdiocese of Dubuque:**Children Will Demonstrate:**

- A loving relationship with God and all creation
- A positive self-concept, appropriate self-control, and sense of belonging
- Curiosity about world, confidence as a learner, creativity and imagination and personal initiative

- Relationships of mutual trust and respect with adults and peers, understand perspectives of others, and negotiate and apply rules of group living
- Respect for social and cultural diversity for community and social roles
- Appreciation for fine arts, humanities and sciences
- Knowledge about the care of their bodies and maintain a desirable level of health and fitness
- Use of language to effectively communicate through reading, writing, listening, and speaking ideas and feelings through creative play, drama, dance and movement, music, art and construction critical thinking, reason, and solve problems
- Understanding of relationships among objects, people and events (i.e. classifying, ordering, number, space and time)
- Knowledge of the physical world, manipulate objects for desired effects and cause-and-effect relationships
- Competence in management of their bodies using both gross and fine motor skills

Program Expectations:

- Reflect the purpose of infant and child care
- Realize each child is unique and special child of God
- Enhance development of a whole child in a setting that models Catholic values and beliefs
- Develop experiences that foster feelings of self-worth, self-respect and love
- Develop a cooperative and supportive teaching partnership between family and school
- Provide an integrated and multi-sensory environment
- Offer a flexible environment for a child to grow in self-expression and non-competitiveness

Children Learn:

- About God through their own giftedness, sense of wonder, love and respect for self and others
- Awareness of the presence of God in the world and their own relationship with Jesus about all aspects of the arts
- To develop meaningful, learning experiences, facilitate thinking and learning, use language to communicate, sustain a natural curiosity and become an independent life-long learner
- To value and respect individual contributions, cultural identity, heritage, accept and demonstrate empathy, establish cooperative social skills, respect and care for the environment and adapt to a changing world
- To practice safety procedures, develop motor skills while maintaining physical fitness, learn social skills in a physical activity setting

Accidents/Emergencies:

Incidents or accidents resulting in injury to a child will be reported on the day of the accident. The written report will be prepared by the staff person who observed the incident or accident and shall include a general description of the incident and of the action taken, if any, by the staff at the Center. If a child is hurt more severely, the staff will transport the child as quickly as possible to the Emergency Room and contact the

parents. If minor changes in health or behavioral concerns are observed by staff, those concerns will be discussed with the parent.

Written incident reports will be completed for three situations:

1. Injuries
2. Significant changes in functioning
3. Sexualized behavioral acting out.

Absences for Preschool:

If your child will not be attending class for any reason, we ask that you inform us as much in advance as possible. It is expected that your child attends preschool consistently with the same registered class as staffing and curriculum is planned based on their scheduled attendance. No refunds or credits will be given for absences. In the event of a long-term absence due to illness, possible adjustments to your fees must be discussed with the principal. If your child has any of the illnesses listed below, we ask that they do not attend preschool. Should a child become ill while at the preschool, the parent will be notified and the child isolated from the group. A child isolated at preschool will be placed away from the other children. In the interest of the child, the parent will be expected to remove the child from the preschool center as soon as possible.

Illness:

Diarrhea and Vomiting - If there is any diarrhea or vomiting, the child may not be brought to the Center. If the child has any loose stools while at the Center, or if the child vomits at the Center, he/she will be sent home. The child may return to the Childcare Center if he/she has been free from diarrhea or vomiting for 24 hours from last stool or emesis. If there is diarrhea of several days' duration, a physician should be notified.

Eye Infection - If a child has eyes that are mattering or draining, the child shall not be brought to the Center. The child may return to the Center after he/she is on antibiotic ointment for 24 hours or the eyes have shown marked improvement.

Impetigo - A child with impetigo shall be excluded from the Center for 24 hours after treatment has begun. The return shall depend upon the location of the infected area and if the area is dried and healing well.

Ear Infection - If purulent drainage, the child shall not be at the Center. (Exception: If the child has tubes and has been on an antibiotic for 24 hours.) A child with a diagnosed ear infection with no drainage must be on medication or a release must be obtained from a physician stating that the child is free of communicable disease.

Lice and Scabies - When lice or scabies is suspected in a child, the parent will be notified. The child will not be allowed into the Center until the child has been treated. It is advisable that members of the family be treated at the same time.

Pinworms - When pinworms are diagnosed in a child, the child shall be restricted from the childcare center until the day after appropriate medication. All clothing worn by the child prior to treatment should be laundered. It is advisable that family members also be treated.

Sore Throat - A child with a sore throat may be restricted from the Center. A physician should see the child.

Fever - If a child has a temperature of 100.4 degrees F. (101 degrees F. rectally) and exhibits any of the above conditions, the child will be sent home. A child with a temperature of 101 degrees F. (102 degrees F. rectally) will be sent home immediately.

Dental Emergencies:

Should a dental emergency occur where a tooth is damaged or prematurely extracted (excluding the loss of loose baby teeth) a supervisor will be called to evaluate the situation. Permanent teeth that have been extracted will be placed in a glass of whole milk until further arrangements are made. The parent will then be called to make arrangements for their child to be transported to their dentist. In the event that the parents or emergency contacts cannot be reached the child's dentist will be contacted by a member of the leadership team.

Medication Policy:

The following medications will be administered by the staff:

- Cough syrups
- Oral prescription drugs
- Salves (including ointments and sunscreen)
- Acetaminophen
- Inhalers
- Etc.

All medications require a permission slip signed and dated by the parent before medications can be administered to the child. Each prescription drug shall be in the original container and be accompanied by a physician's or pharmacist's direction. Since the administration of acetaminophen, etc. may disguise the symptoms of what could be a contagious disease; the staff will administer acetaminophen for analgesic discomforts only.

Change of Address:

Please notify the preschool/childcare immediately if you have a change of address or telephone number. This information must be kept up to date, particularly in the case of an emergency.

Child/Staff Ratios:

Child /staff ratios are maintained in accordance with policies established by the Department of Human Services.

- Infants: 1 caregiver to 4 children
- Two-year-old: 1 caregiver to 7 children
- Three-year-old: 1 caregiver to 10 children
- Four-year-old: 1 caregiver to 12 children
- Five- through ten-year-old: 1 caregiver to 15 children

POLICIES

Dual Parent Reporting Policy:

According to Archdiocesan Board of Education policy 5124, in the case of a child whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of both parents should be on file. Unless otherwise decreed by a

court order, information commonly made available to parents of any child will be made available to both parents.

Field Trip Policy:

Field trips are part of the curriculum offered at the Center. Transportation is provided through the center transportation, city bus service, parent volunteers, and walking. First aid kits are taken on field trips. Field trips off Center property require an extra staff person. Permission slips will be required in advance of any field trip off Center property.

If students are transported during a field trip, the driver must be 21 years of age due to insurance directives, and the owner of the vehicle must have insurance. In transporting seven or more children, any vehicle needs to have a minimum of two adults present. We appreciate parental volunteers driving for field trips. Many times, a field trip would not be possible without parent drivers. However, due to issues relating to liability and state law, we request the following from parent drivers:

- 1.) When driving, parents who bring siblings along for the field trip may transport only their own children. Parent(s) who bring a younger sibling along with them on a field trip are not included in the supervision count.
- 2.) No children are to be placed in the front seat of a vehicle.
- 3.) Forms provided by the Center regarding insurance need to be on file.
- 4.) Parents who desire that their children ride in a particular car seat should either volunteer to drive themselves or meet the group at the center before the field trip and install their car seat into the volunteer driver's car.

A modification of the law regulating child passenger restraint requirements went into effect on July 1, 2004. This law makes NO changes in the child restraint requirements for school buses; however, some changes are required if students are transported in 9-passenger or less family-type vehicles.

The new law requires:

- 1.) A child under 1 year of age and weighing less than 20 pounds shall be secured in a rear-facing child restraint system used in accordance with the manufacturer's instructions.
- 2.) A child under 6 years of age who does not meet the description of "1", shall be secured by a child restraint system used in accordance with the manufacturer's instructions.
- 3.) A child at least 6 years of age but under 11 years of age shall be secured by a child restraint system used in accordance with the manufacturer's instructions or by a safety belt or safety harness.

Any vehicle operator who violates these requirements will be guilty of a simple misdemeanor and subject to penalty. For purposes of the new law, "child restraint system" means a specially designed seating system, including a belt-positioning seat or a booster seat, that meets federal motor vehicle safety standards.

Transportation Policy

Parents are responsible for arranging their child's transportation to and from the center.

Discipline Policy:

It is important to treat each child as an individual in a manner which is appropriate to the child's development, activity, and general well-being. Consistency, positive reinforcement, natural consequences, and positive redirection are used at the Center to shape appropriate behavior in children.

If your child is exhibiting a consistent behavior problem, we will call you to discuss the situation. Please discuss with the staff any changes, observations, questions, or suggestions you might have in dealing with your child. No punishment will be used in connection to rest, food, or toileting.

Dismissal Policy:

Occasionally, a child will experience difficulty in adapting to our Preschool/Child Care environment and/or abiding by certain rules of behavior in the group setting. If your child should experience some difficulty, corporal punishment including spanking, slapping and shaking shall not be used. A conference will be scheduled with your child's teacher and/or the director. We will work closely with you to see if the problem(s) can be resolved. If a child's behavior and attitude continue to be disruptive to the group or to other children's welfare, we reserve the right to ask you to withdraw the child from our program.

Biting Policy:

If a bite occurs, we help the child who is bitten. We reassure him or her and care for the bite. If the skin is not broken, we use a cold pack. If the skin is broken, we follow medical advice and clean the bite with soap and water. If your child is bitten, we will call to let you know about the bite. The teacher will fill out an incident report, have it signed by our administrator, keep a copy, and give a copy to the parent. We also respond to the child who did the biting. We show the child strong disapproval of biting. We also help the child who bit learn different, more appropriate behavior, and let his or her parents know there's a problem so we can work together to solve it.

Nutrition Policy:

Snacks will be provided by the parents. Snacks are prepared and served according to CACFP (Child and Adult Care Food Program) standards. Exceptions to these standards will be allowed for allergies, religion and medical conditions. Parents may be required to provide substitutes when accommodating children with allergies or medical conditions.
I.C. Preschool is an allergy aware school.

Special Services Policy:

Students enrolled in the preschool have access to a variety of special services should the need arise. Each Center may consult or invite the services of the guidance counselor associated with the Center. A guidance counselor may consult with the director, staff or parents on a variety of educational and behavioral issues related to the child(ren). Additionally, each Center has access to the AEA Early Access team, which is available for services including speech, audiology and cognitive development.

Parental Participation Policy:

We encourage you to contact us with any questions or suggestions. Please feel free to participate in our program in any way-- such as sharing a hobby with the children or observing a morning's activities.

Visiting: Parents/Guardians are welcomed and encouraged to visit and observe. Parent visits are especially helpful after a child has had the opportunity to adjust to their new Center. When you visit, you will probably be asked, either by the children or the teacher, to read a story, build with blocks, or get involved in some way.

Participation: Newsletters, informal chats with the teacher, and the things your child tells you about his/her Preschool/Child Care experience are no substitute for actually “being there.” Parents are an important part of our program, and we offer you many different ways in which to participate in your child’s experiences. These might include driving for field trips, sharing special talents with the children, helping at parties, etc.

Sanitation Policy:

Childcare staff are expected to take an active role in providing a clean and sanitary environment for the children.

Hand washing: Staff members and children are expected to wash their hands upon arrival in the room. Children and staff will wash their hands before snack and serving, after using the restroom, and after wiping noses. Hands must be washed with soap and water.

Tables: Tables will be washed with soap and water and sprayed with a sanitized solution before and after snack.

Dishwashing: Dishes will be washed in hot soapy water and placed in a sanitizing solution. They will be rinsed and set to air dry.

Staff Policy:

Trainings: The center director, on-site supervisor, and staff counted as part of the staff ratio shall meet the following minimum staff training requirements:

Required training within the first three months of employment. During their first three months of employment, all staff shall receive the following training:

- Two hours of Iowa’s training for mandatory reporting of child abuse.
- At least one hour of training regarding universal precautions and infectious disease control.
- Certification in American Red Cross or American Heart Association infant, child, and adult cardiopulmonary resuscitation (CPR) or equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained.
- Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross, American Heart Association, the National Safety Council, American Safety and Health Institute or MEDIC First Aid or an equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained.
- Minimum health and safety trainings, approved by the Department, in the following areas:
 - (1) Prevention and control of infectious disease, including immunizations
 - (2) Prevention of sudden infant death syndrome and use of safe sleeping practices

- (3) Administration of medication, consistent with standards for parental consent
- (4) Prevention of and response to emergencies due to food and allergic reactions
- (5) Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic
- (6) Prevention of shaken baby syndrome and abusive head trauma
- (7) Emergency preparedness and response planning for emergencies resulted from natural disaster or a man-caused event
- (8) Handling and storage of hazardous materials and the appropriate disposal of bio- contaminants
- (9) Precautions in transporting children
- (10) Child development
- Child Care staff employed in programs that only serve children over the age of three are exempt from taking health and safety training for Prevention of Sudden Infant Death Syndrome and Use of Safe Sleep Practices, as well as Prevention of Shaken Baby Syndrome and Abusive Head Trauma. All other content areas apply.

The center director, on-site supervisor, and all staff counted as part of the staff ratio shall meet the following minimum staff training requirements:

- a. During their first year of employment, all staff shall receive the following training:
 - (1) Ten contact hours of training from one or more of the following topical areas: child development, guidance and discipline, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism, business practices, and cross- cultural competence. Training received for cardiopulmonary resuscitation (CPR), first aid, mandatory reporting of child abuse, and universal precautions shall not count toward the ten contact hours.
 - (2) Staff who have completed a comprehensive training package of at least ten contact hours offered through a child care resource and referral agency or community college within six months before initial employment shall have the first year's ten contact hours of training waived.
- b. Following their first year of employment, all staff shall:
 - (1) Maintain current certification for Iowa's training for the mandatory reporting of child abuse; infant, child and adult CPR; and infant, child and adult first aid.
 - (2) Receive six contact hours of training annually from one or more of the following topical areas: child development, guidance and discipline, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism, business practices, and cross-cultural competence.
 - (3) Center directors and on-site supervisors shall receive eight contact hours of training annually from the topical areas.
- c. Initial training obtained as identified as minimum health and safety trainings may be

counted towards annual training hours during the year of employment in which it is taken.

Record Checks: The Department shall conduct criminal and child abuse record checks in Iowa for each owner, director, staff member, or subcontracted staff person with direct responsibility for child care or with access to a child when the child is alone and for

anyone living in the child care facility who is 14 years of age or older. The Department may use Form 470-3301, Authorization for Release of Child and Dependent Adult Abuse Information, and DCI-77, Criminal History Record Check Request Form, or any other form required for criminal and child abuse record checks. The Department may also conduct criminal and child abuse record checks in other states and may conduct dependent adult abuse, sex offender, and other public or civil offense record checks in Iowa or in other states.

Iowa records checks. Checks and evaluations of Iowa child abuse and criminal records, including the sex offender registry, shall be completed before the person's involvement with child care at the center. Iowa records checks shall be repeated at a minimum of every two years and when the Department or the center becomes aware of any possible transgressions. The Department is not responsible for the cost of conducting the Iowa records check.

The child care center may access the single-contact repository (SING) as necessary to conduct a criminal and child abuse record check of the person in Iowa. If the results of the check indicate a potential transgression, the center shall send a copy of the results to the Department for determination of whether or not the person may be involved with child care, regardless of the person's status with the center.

National criminal history checks. National criminal history checks based on fingerprints are required for all persons subject to record checks under this subrule effective with a center's initial licensure or relicensure. The national criminal history check shall be requested before involvement with child care and repeated for each person every four years and when the Department or center becomes aware of any new transgressions committed by that person. While the Department is not responsible for the cost of conducting the national criminal history check, the department is currently providing this support.

The child care center is responsible for obtaining the fingerprints of all persons subject to record checks. Fingerprints may be taken by law enforcement agencies, by agencies or companies that specialize in taking fingerprints, or by center staff or subcontractors who have received appropriate training in the taking of fingerprints.

Repeat of record checks. The child abuse and criminal record checks shall be repeated at a minimum of every two years and when the Department or the center become aware of any transgressions. Any new transgressions discovered shall be handled in accordance with this subrule.

Health/Safety/Compliance Procedures:

AIDS: The decision to allow a child with AIDS to attend the Center will be considered separately and individualized to the child and the setting. The decision will be made by a team composed of the Center Director, the Principal (as needed), the child's parents, the child's physician, a public health official and an infection control officer. If a child with AIDS has a change in clinical condition, the attending physician will sign a release for attendance at the Childcare Center. If questions arise, an infection control officer will be contacted.

Asbestos: Federal regulations and Archdiocesan Board of Education policy 7113, require us to inform you that there is asbestos in the Immaculate Conception building. The building has been inspected by a certified asbestos inspector and all the asbestos found has been sealed and encapsulated. The most recent inspection was in 2007.

Blizzard: If road conditions are such that driving is difficult or impossible, children, staff and any parents in the building will remain until roads are passable. All parents will be notified of the situation and appropriate arrangements will be made.

Chemical Right to Know Law: The Chemical Right to Know Law requires that all schools/early childhood centers in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The school/early childhood center is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored, please contact the director or principal.

Chemical Spill: In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If the area is considered unsafe and evacuation is necessary, the children will be transported to Immaculate Conception Church. A head count will be taken before and after the evacuation to ensure accountability. Police will be contacted and a school reach message will be sent to parents.

Earthquake: If we are outside during an earthquake we will stay there and move away from the building, utility wires and streetlights. If we are inside during an earthquake, we will transfer students into the classroom bathroom.

Emergency Preparedness:

Iowa law requires child care providers to have a written emergency plan in place by October 1, 2016. Emergency plans include procedures for:

- 1.) Evacuation and relocation: In the case of needing to evacuate the building, due to a lock out, tornado damage, bomb threat, etc., preschool students will be taken to the Immaculate Conception Church Social Hall (106 Chapel Lane, Charles City, IA). Once the students have been safely moved to the Social Hall, parents will be contacted via School Reach to pick up their child(ren).
- 2.) Sheltering-in-place: In the case of needing to take shelter in the building, due to a tornado warning, preschool students will be moved efficiently and safely into the preschool classroom restroom. Both the preschool teacher and aide will

remain with the students in the restroom until the conditions are deemed to be safe once again by the principal.

- 3.) Lockdown: In the case of a school lockdown, due to an unwanted intruder in the building, preschool students will be moved efficiently and safely into the preschool classroom restroom. The lights in the classroom will be turned off, the classroom doors will be shut and locked, and the students will be directed to remain silent. Both the preschool teacher and aide will remain with the students in the restroom until the conditions are deemed to be safe once again by the principal.
- 4.) Addressing the individual needs of children, including those with functional or access needs: Students with individual needs will be tended to during an emergency. The preschool teacher and the preschool aide will be assigned to tend to the student, following the health care plan put in place by the school and family.
- 5.) Communication and reunification with parents and other approved individuals: Parents and other approved individuals will be communicated with via School Reach in the case that an emergency occurs and reunification with parents is necessary. If someone wants to pick up a student, other than the legal guardian, the student will only be released to individuals authorized by the legal guardian to take the student. If the individual attempting to take the student is unknown, photo identification will be required before the student is released. The emergency pick up and release forms will be used to notify the preschool teacher and aide on individuals allowed to take your student.
- 6.) Continuity of operations: If the school conditions are safe and secure, the school day will continue. Parents and guardians will be notified via School Reach, and pick up and drop off will resume as normal. If the school day cannot be continued, parents and guardians will be notified via School Reach on where and when to pick up their student.

Fire/Tornado Drills:

Emergency plans for fire and tornado are posted in every room and exit. Fire and tornado drills are practiced monthly so that the children become familiar with the procedure and are not frightened by the loud noises.

Intoxicated Parents:

If a parent arrives to pick up their child under the influence of alcohol the following steps will be taken:

- 1) Try to delay the parent and have someone notify the administrator.
- 2) The administrator will take down the license plate number of the parent's vehicle and notify the Charles City Police Department.

Lead in the Drinking Water:

During 1991, all schools/early childhood centers of the Archdiocese were tested for lead in the drinking water. The test results indicated the lead levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for lead needs to be done at this time.

Lost or Abducted Children:

In the event that a child would become lost or abducted, the parents or guardian would be notified immediately and the police would be called. The director will be stipulated as the search person. Steps are outlined in the emergency response plan.

Power Failure:

In case of power failure, flashlights are available. Children would be kept calm and occupied with songs and games. The electric company would be called if needed. If it would get too hot or too cold for the children, parents would be notified to pick up their children early.

Radon Testing:

The last radon testing was in March 2024. Testing will be done every two years.

Response Plan:

A response plan will be developed for any identified health concern.

Smoking /Smoke Free Building:

Catholic School and Early Childhood programs have been designated as "Smoke Free Buildings." At no time will smoking be permitted within the buildings.

Structural Damage:

In case of structural damage, the children would be taken out of the building immediately. We would proceed to call 911. We would not return to the Center until the building is declared safe.

Preschool Procedures:

Access: Any person in the center who is not a staff member, substitute, or volunteer who has had a record check and approval to be involved with child care shall not have "unrestricted access" to children for whom that person is not a parent, guardian, or custodian, nor be counted in the staff to child ratio.

** "Unrestrictive access" means that a person has contact with a child alone or is directly responsible for child care. ** It is imperative that centers not allow people who have not had a record check assume childcare.

Arrival/Attendance: As we foster student independence and ensure school security, parents are encouraged to allow their students to enter the building and their classroom independently. Student attendance at school is a key contributor to student success. Immaculate Conception Preschool expects punctuality to minimize classroom interruptions and to support a successful start for all students each school day. A student is considered tardy if they are not in their classroom by designated start times. Students arriving after this time must report to the office for a tardy slip before going to class. Subsequently, if not picked up at designated dismissal time, the student will be sent to the school office for pick up.

Calendar: A calendar will be provided to parents at the beginning of the school year identifying days that preschool is in session.

Emergency Closing: The preschool follows the school calendar and as such follows the emergency closing procedures established by Charles City Community Schools. A School Reach message will be sent.

Enrollment: To enroll a child, the following must be completed one week prior to admission:

- 1) Registration fee to be paid at the time of registration.
- 2) A physical exam form completed and signed by your physician including a record of immunization.
- 3) Medical consent form (for use in the event of illness or emergency)
- 4) Permission slip allowing your child to participate in field trips and to be photographed while at the Center
- 5) Pick-up authorization

Financial:

Financial Agreement

A financial agreement must be signed and returned upon enrollment. We reserve the right to revise any fees and or policies upon written notification to the parents; at least two weeks' notice will be given.

Payment of Preschool Fees

The preschool fee is a monthly charge, due by the 15th of each month. There is no refund or adjustment for days missed in our preschool programs.

Preschool 2026 - 2027 Monthly Rate

AM Preschool (MWF) \$130.00

AM Preschool (M-F) \$190.00

PM Preschool (M-F) \$190.00

All Day Preschool (M-F) \$400.00

Records: Each preschool child shall have an admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician. This report shall include past health history, status of present health, and recommendations for continued care when necessary. A statement of health condition signed by a physician or designee shall be submitted annually thereafter.

Statement of Health: The state requires each preschool age child to have an admission physical exam report. This report includes an immunization record that is in compliance with the Iowa State Health Department regulations. For the preschool age child, a documentation of an annual exam is required.

Waiting Lists: Waiting lists for preschool are maintained after a section has been filled. Parents are called back on a first-come first-serve basis.

Withdrawal: If you find it necessary to withdraw your child from our program for any reason, we ask that you give us two weeks' notice in writing. If a child stops coming, and written notice is not given, you will continue to be charged the minimum weekly fee until such notice is received, as we can't give your child's space to a child on our waiting list unless we know for sure that she/he will not be returning.

Required Immunization:

<u>Age</u>	<u>Immunizations</u>
2 months	First DTP (Diphtheria-Tetanus-Pertussis) First Polio (Oral Trivalent) First Hemophilus B (HIB)
4 months	Second DTP Second Polio Second HIB
6 months	Third DTP Third HIB
15 months	MMR (Measles-Mumps-Rubella) Fourth DTP Third Polio Fourth HIB
4-6 years	Second MMR Fifth DTP
14-16 years	Td (Adult-type Tetanus-Diphtheria)
Every 10 years	Td

For complete protection it is important that all doses be taken. Partial immunization does not insure against the disease.

- HF299 requires all child care programs to inform families of allowed immunization exemptions. This information must be shared in registration documentation, handbooks, and published on business websites where immunization requirements are identified. Two immunization exemptions are allowed.
- Religious exemptions may be granted if the immunization conflicts with a genuine and sincere religious belief. Keep records of any exemption in the child's file.

OR

- Medical exemptions may be granted by a physician, physician assistant, or nurse practitioner. Keep records of any exemption in the child's file.

Student Privacy Act:

In conformity with the Student Privacy Act, and Archdiocesan Board of Education policy 5125, * Catholic School and Early Childhood programs do not send out child/student/graduate information to any outside organizations without written authorization of the parent/guardian.

Staff will approach anyone who is in the school without their knowledge to ask what their purpose is. If staff is unsure about the reason, they will contact the principal to get approval for the person to be onsite. If it becomes a dangerous situation staff will follow the intruder in school procedures. Non-agency persons who are in the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

- 1) A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
 - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the preschool.
 - b. Shall not be on the property of the preschool without the written permission of the principal, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the preschool.
 - c. The principal is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - d. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 - i. The precise location in the school where the sex offender may be present.
 - ii. The reason for the sex offender's presence at the facility.
 - iii. The duration of the sex offender's presence.
 - iv. Description of how the school staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 - v. The written permission shall be signed and dated by the principal and sex offender and kept on file.

Mandatory Reporting:

As outlined in the Iowa code, all providers of Early Childhood services are mandated by law to report any suspected cases of sexual abuse, physical abuse, or neglect. Iowa law states that the preschool and childcare personnel may take, at public expense, photographs of the injured area. Any person participating in the making of, or in the investigation of, a report shall have immunity from any liability, civil or criminal, which might otherwise be imposed.

Child Care Licensing Consultant:

Ray Salsbury
515-631-8855
Centralized Service Area
ray.salsbury@hhs.iowa.gov
Parent/Guardian-Child Handbook
Revised: Sept. 2026

Appendix A:

Teaching Children to Pray:

We firmly believe that the relationship of little children to God is very deep and important and influences the rest of their lives precisely because it is so simple. It is natural for little children to want to pray; as Paul says, "His Spirit speaks in our spirit." The spirits of little children are very open to contact with the Divine Spirit. All we have to do is to elicit this contact gently and freely.

We would like to present here a few guidelines for teaching preschoolers to pray. We believe these guidelines have implications for teaching prayer to school age children at home and in the classroom.

Be open to recognizing God's presence in your children.

Sometimes you can feel it just by looking into your children's eyes; sometimes you can sense it when you are finally able to look at your children from a distance, as it were, and be amazed at the mystery of their existence; sometimes it could just be the way one of your children looks at a crucifix or reacts when you say the word Je- sus.

Pray affectionately and tenderly with your children.

Particularly if you are open to God's presence in your children, then the times you do choose to pray with them can be very special. Parents should not be afraid to hold their children's hands, touch their foreheads, and so on while praying with them or over them. Prayer together should be a spontaneous flow of affection for one another as you rejoice in God's presence, letting God know your concerns and needs, and praying for others you feel close to.

Be aware of the importance of ritual in a child's life.

Once you find the right time and place to pray with your children, stick with it, and you will soon find that your children will remind you, if you ever forget, because prayer can become a healthy part of their emotional security.

Formal prayers should be attempted but not forced.

Variety in prayer is the "spice of life."

Informal prayer, formal prayer, instrumental prayer, and Bible story prayer can all have their place within children's framework of ritual.

Children need to be continually encouraged to pray for what is important to them. Don't use prayer to moralize.

Be open to special events in the family and to peak experiences in daily life as experiences of God for yourself and your children.

When there is an effort on the part of the parents to see in everything a sacrament of God's presence, then this attitude flows out to the children. And it is this attitude that will be more important than all the formal prayers they will ever learn and more important than all the phases they will go through about going or not going to church on Sundays. It is this attitude that more than anything else will encourage our children to "lift up their minds and hearts to God."

Reflection Starters

Have you ever felt you recognized God's presence by looking into the eyes of your children? If so, relive such a time.

If you are unable to pray with your children, reflect on the kind of prayer you would like to have with them.