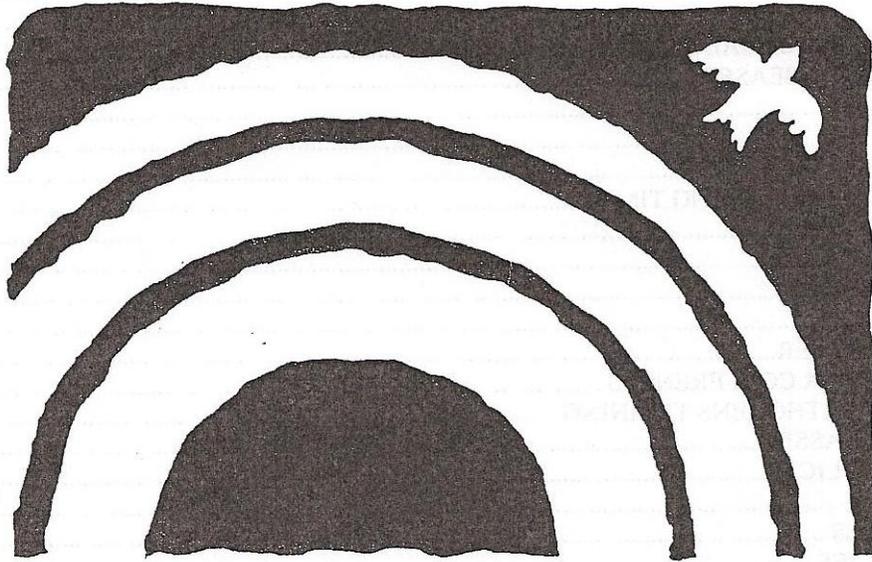


**PARENT
HANDBOOK**

Christ The King



Christian Preschool

“Beginnings to Last a Lifetime”

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

Office: 319-930-9988

Website: <http://www.ctkpreschooliowacity.com>

Preschool's email: ctkpreschooliowacity@gmail.com

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Teachers

Tammi Anderson, Director/Teacher
Heather Young, Head Teacher
Kari Gibson, Teacher's Aide/Registrar

2017-2018 Preschool Board Members

Bruce Dibble, Chair	bruce.dib@gmail.com
Lindsay Johnson , Vice Chair	
, Member At Large	
Jon Bengtson, Fin. Secretary	
Patricia Buchholz, Treasurer	
, Publicity	
Julie Houston, Recording Secretary	
Katie Mohr, Parent	
Joel Fleck, Parish Education Representative	

2017-2018 School Calendar

Sneak Preview Days:	August 13 & September 1 (9:30-10:30 a.m.)
First Days of School:	September 5 & 6
No School:	October 6 & 9
No School:	November 15
Thanksgiving Break-No School:	November 22-24
Winter Break-No School:	December 25 - January 5
Preschool Resumes:	January 8
MLK Day-No School:	January 15
Registration begins: (Priority to returning students, siblings, and CTK members)	February 1
Conference Day – No School:	February 28 & March 1
Spring Break:	March 12-16
Good Friday – No School:	March 30
No School:	April 20
Last Days of Preschool/Graduation:	May 24 & 25

2017-2018 Tuition Payment Schedule

The Annual Tuition is divided into 9 equal parts.

Date Due	Amount Due		
	T/TH classes	M/W/F classes AM	M/T/W/T/F classes
1. September 1	\$160	\$240	\$400
2. October 1	\$160	\$240	\$400
3. November 1	\$160	\$240	\$400
4. December 1	\$160	\$240	\$400
5. January 1	\$160	\$240	\$400
6. February 1	\$160	\$240	\$400
7. March 1	\$160	\$240	\$400
8. April 1	\$160	\$240	\$400
9. May 1	\$160	\$240	\$400

Payments may be mailed or payments may be dropped off at the preschool during normal school hours. If mailing payments, they should be addressed to:

Christ the King Christian Preschool
Attn: Financial Secretary
325 Mormon Trek Blvd.
Iowa City, IA 52246

Email: preschoolfinsec@gmail.com or
ctkpreschooliowacity@gmail.com

Please let the Financial Secretary or preschool director know if you need a receipt.

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

Contract begins on the next page.



Christ the King Preschool
 325 Mormon Trek Blvd.
 Iowa City, IA 52246
 (319) 930-9988
 ctkpreschooliowacity@gmail.com

'Beginnings to Last a Lifetime'

PARENT PRESCHOOL CONTRACT

2017-2018 Tuition Payment Schedule

Date Due	Amount Due		
	T/TH Session	M/W/F Session	M-F Session
September 1, 2017	\$160	\$240	\$400
October 1, 2017	\$160	\$240	\$400
November 1, 2017	\$160	\$240	\$400
December 1, 2017	\$160	\$240	\$400
January 1, 2018	\$160	\$240	\$400
February 1, 2018	\$160	\$240	\$400
March 1, 2018	\$160	\$240	\$400
April 1, 2018	\$160	\$240	\$400
May 1, 2018	\$160	\$240	\$400

Payments may be dropped off to preschool staff when school is in session or they can be mailed to the following address.

Financial Secretary Address: Christ the King Christian Preschool
 Attn: Financial Secretary
 325 Mormon Trek Blvd.
 Iowa City, IA 52246

The preschool handbook is available on our website: <http://www.ctkpreschooliowacity.com>

SCHOOL CALENDAR

Starting dates: September 5 & 6, 2017. Sneak Preview Days will be held August, 31 & September 1, 2017.

Ending dates: May 24 & 25, 2018.

Our preschool year holidays, vacations, days off, and snow days coincide with those of the Iowa City public schools. In addition, we do not have preschool on Good Friday and on preschool conference days. We do not make up any bad weather days or any sessions cancelled due to unforeseen circumstances.

ANNUAL TUITION

Preschool tuition has been divided into nine equal payments. The first payment is due on September 1, 2017. The tuition payments throughout the remainder of the school year are the same each month regardless of the number of days school is in session or causes for temporary withdrawal, such as family vacations, illness, injuries, or bad weather. There is no prorating for any reason. This is necessary as our operating costs continue, and a space is saved for your child. If a receipt is needed for any reason (work, taxes, etc.), they are available upon request.

The tuition payment, due the first of each month, is to be sent to the financial secretary using the above address. Tuition payments may also be dropped off with preschool staff when school is in session. Make checks payable to "Christ the King Christian Preschool". See tuition payment schedule above. Tuition is due, based on the above schedule. If payment is late (after the 5th of the month), a \$20.00 late fee will be added per month.

If tuition is not paid promptly each month, the Preschool Board of Directors will decide on appropriate action, and your child may be asked to withdraw from the preschool.

Because the annual preschool tuition has been divided into nine (9) equal parts, we expect you to give four (4) weeks notice before withdrawing your child from the preschool for any reason. Please inform the Head Teacher, Registrar, and Financial Secretary in writing as soon as possible.

IMPORTANT: If your child is temporarily withdrawn from preschool for an extended family vacation or lengthy illness or injury, you may insure that your child will be readmitted by paying all tuition due during the child's absence. If you do not wish to pay, your child's place in her/his class will be filled if a child is waiting to be enrolled.

In the event that a class does not have adequate enrollment to open, you will be notified by July 1st and your registration fee will be refunded.

ARRIVAL AND DISMISSAL

Please, for safety's sake, park your vehicle on the paved or graveled parking area and walk your child to and from the preschool door.

Because class time is important and because the teachers plan for each class time to be full of activity, we ask that you observe the class times as closely as possible. Arriving late or leaving early can be disruptive to the classroom.

Arrival and pick up times are 8:30 and 11:30. Due to early arrival or late pick up, a fee of \$1.00 per minute will be charged. This fee is given to the Director at the time of late or early arrival.

WITHDRAWAL

If your child is not yet ready for the group experience, if her/his needs are not best met in the preschool setting, or if he/she is not totally potty trained, our teachers will request a confidential conference with you. We reserve the right to ask you to withdraw your child from the preschool if it is deemed appropriate.

If you feel your child's needs are not being met by her/his preschool experience, please ask the teachers for a conference and they will be happy to discuss the matter with you.

I have read the above guidelines and agree to abide by these preschool policies. (Please sign and return with your \$50.00 nonrefundable deposit and Registration/Emergency Form. Keep one copy for your records.)

Signature _____ Date _____

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

Curriculum

- A. Our program includes short Bible stories, Christian songs, and short prayers, along with varied activities in language arts, music, science, social studies, physical development, and creative art.
- B. Some of our units may include: letters, colors, numbers, shapes, holidays, animals, safety, manners, self-concept, hygiene, and nutrition.
- C. The preschool materials have been chosen to encourage both structured and unstructured activities.
- D. Due to our short mornings, we do not leave the preschool for field trips. Resource people are occasionally brought into the school to work with the children.
- E. Please keep in mind that there may be some repetition during the day and from year to year, but many new activities will be introduced. Learning is reinforced through repetition. (For example: saying the days of the week each calendar time.)

Our Routine (approximate time)

- 8:30 Greet children and parents. Free play time.
- 9:15 Carpet Time: during this time we do a variety of quiet and active activities that may include: Calendar time, the Pledge of Allegiance, letter and number activities, songs, stories, holiday/theme related activities, and bible stories/lessons.
- 9:45 Wash hands for snack. Snack time.
- 10:15 Free play and table/art time. (Fine and/or gross motor activity.)
- 11:00 Clean up time. Outdoor time or indoor games/activities.
- 11:30 Dismissal

Class Information

- A. Each class is limited to 20 children per class. Classes meet 2, 3, or 5 mornings per week.
 - 1. The Tuesday/Thursday morning class meets from 8:30 to 11:30 a.m.
 - 2. The Monday/Wednesday/Friday morning class meets from 8:30 to 11:30 a.m.
- B. Our school year, holidays, vacations, and snow days coincide with those of the Iowa City public schools. In addition, we do not have preschool on Good Friday and on preschool conference days. We do not make up any bad weather days or any sessions cancelled due to unforeseen circumstances. Please see XVIII for Winter Weather policies.
- C. If your child is ill or will be absent for any reason, please email or call the preschool at 930-9988 after 8:00 a.m. If your child has strep throat, pink eye or other contagious illness, and they may have exposed other children, please notify us. Please keep your child home for 24 hours after he/she is fever-free, cough-free, and/or vomit-free.
- D. Field trips are not part of the current program. Non-center activities are not part of the preschool program's normal routine, nor are they accommodated for. (Non-center activities include sports programs, boy scouts, family therapies, etc.)
- E. Transportation is not provided by the preschool. In an emergency situation, an ambulance would be called. If evacuation were deemed necessary, the preschool teachers and students would walk to the dental office located across the church parking lot.

Enrollment

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

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

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

4. After a serious illness or other medical situations, a medical clearance statement must be provided to the preschool before the child can be re-admitted.
5. Teachers must be notified of any change in address, phone number, name, emergency number, etc.
6. Waiting List: If enrollment for the school year is full, a waiting list will be established. To be on the waiting list, a complete registration form and preschool/parent contract along with a \$50.00 non-refundable fee should be sent to the registrar at the preschool. Priority for an opening will go in the order of the date all necessary forms are received. Once a family is offered a spot, they must respond within 48 hours of first contact. If a child is not 3 years old and is the next on the list, parents will have the option to pay the monthly tuition to hold the spot until the child is eligible.

Sneak Preview Day

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

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

Tuition

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

Withdrawal

- A. If your child is not yet ready for the group experience, or if her/his needs are not best met in the preschool setting, or if your child is not totally potty-trained, our teachers will request a confidential conference with you. We reserve the right to ask you to withdraw your child from the preschool if it is deemed appropriate.
- B. If you feel your child's needs are not being met by her/his preschool experience, please ask the teachers for a conference and they will be happy to discuss the matter with you.
- C. Because the annual preschool tuition has been divided into nine (9) equal parts, we expect you to give four (4) weeks notice before withdrawing your child from the preschool for any reason. Please inform the Preschool Director, Head Teacher, Registrar, and Treasurer as soon as possible.
- D. If your child is temporarily withdrawn from preschool for an extended family vacation or lengthy illness or injury, you may insure that your child will be re-admitted by paying all tuition due during the child's absence. Our operating costs continue, and in order to save a place for your child, we must have your tuition payment. If you do not wish to pay, your child's place in her/his class will be filled if a child is waiting to be enrolled.

Arrival and Dismissal

- A. Please, for safety, park your vehicle on the paved or graveled parking area and walk your child to and from the preschool door. Please hold your child's hand and do not walk behind a parked car. Teachers park by the playground area to give our parking lot a buffer zone (safety zone) for arrival and pickup of the children.
- B. Because class time is important and because the teachers plan for each class time to be full of activity, we ask that you observe the class times as closely as possible. Arriving late or leaving early can be disruptive to the classroom.
- C. Parents should always check the children's cubbies to collect all their things. There is usually something to take home. Also, we ask you to frequently check the lost and found bin. Please tell the teachers if something is missing as soon as possible.
- D. Parents should regularly check the parents' bulletin board to keep abreast of preschool happenings.
- E. Arrival and dismissal times are 8:30 –11:30. Due to early arrival or late pickup a fee of \$1.00 per minute will be charged. This fee is given to the Director at the time of late or early arrival.
- F. Please keep your child home if she/he shows any abnormal symptoms such as swollen gland, inflamed eyes, sore throat, rash, ear aches, headache, diarrhea, infected sores, upset stomach, fever, itchy scalp, etc.

Clothing

- A. The children should wear washable, comfortable play clothes. Outdoor activities are planned if the weather permits, so please dress your child accordingly. In the winter, the children should wear long sleeves or sweaters, as it can become cool in the building.
- B. All items of clothing which may be removed at preschool, such as sweaters, jackets, mittens, boots, hats, coats, and snow pants should be marked with the child's name. This also applies to umbrellas, purses, tote bags, and sharing items.
- C. We have extra clothes as preschool that a child can use in the case of an accident, spill, etc. We would ask that you launder and bring back any borrowed clothing items to the preschool.

Snacks

- A. All parents are asked to bring a snack for their child's class on a rotating basis with the frequency varying according to class size. You will receive a monthly snack calendar. Please bring enough to serve the entire class plus five extra. Any nutritious, but simple, snack and drink will be appreciated. We ask that your snack include two different food groups. If bringing juice, we request that the juice is 100% fruit juice. We are a peanut free facility.
- B. On your child's snack day, please also bring napkins, 5 oz. waxed or plastic kitchen cups, and paper plates. (Please provide plastic spoons/forks if needed).
- C. We will schedule a snack day for your child's birthday as close to their special day as possible.
- D. Your child will help serve the snack she/he brings. If possible, let your child help you select and prepare the snack. This is a special day for her/him, and the children really do enjoy the sharing experience.
- E. If your child is ill on his/her day you may bring snacks, trade with someone, or let the preschool furnish snacks, then replenish our snack supply. If the snack day was to celebrate your child's birthday, you may bring snacks the next time and we will celebrate his/her birthday. If school is cancelled for any reason, your child may bring the snack the next session.

Toys

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

Holidays

- A. There will be class parties for holidays during the school year, such as Halloween, Thanksgiving, Christmas, St. Valentine's Day, Easter, and graduation.
- B. The monthly newsletter will inform parents of holiday parties and the preparations needed for the party.

Class Pictures

- A. A photographer will come to the preschool in the fall to take class and individual pictures. Pictures of siblings can be accommodated.
- B. You will be informed of the date the pictures will be taken and how to purchase pictures if you wish. There is no obligation to buy pictures.
- C. Occasionally, a photographer from a newspaper may take pictures. If you do not want your child's picture in the newspaper, please let the teachers know. Please indicate this in the space provided on your child's registration form upon registering your child for preschool.

Book Orders

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

Winter Weather

- A. If the Iowa City Community School District (ICCS) closes school due to inclement weather, the preschool will also be closed that day. If the ICCSD delays school due to snow or poor driving conditions, the preschool will also be closed. If the ICCSD delays school due to extreme cold, the preschool director will make a decision whether preschool will be closed or in session that day. An email will be sent as soon as possible to our families regarding closings. Preschool days that are cancelled **will not be made up.**
- B. If preschool is closed for any reason other than bad weather (church use for funerals, no heat, etc.), you will be called or emailed to inform you of the closing. **These days will not be made up.**

Parent/Teacher Conferences

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

Observing Classes

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

Discipline Policy

- A. Our preschool provides a Christian atmosphere for learning and growing. This Christian atmosphere provides experiences that help children to form favorable attitudes toward others, to learn to function in a group, to listen to others, to wait for their turn, to assume responsibility, to co-operate, and to become good leaders and followers.
- B. The teachers use positive guidance, redirection, and problem solving. Rules are clear and understandable, thus fostering the child's ability to become self-disciplined.
- C. Parents are contacted if there is any concerns about a child's behavior.

Medication Management

- A. Christ the King Christian Preschool staff will not administer medications except those required in an emergency situation. All necessary medications should be administered to your child before bringing him/her to preschool.
- B. Exceptions to this rule include inhalers for asthma and emergency treatment for allergies. All medications shall be stored in their original containers with accompanying physician or pharmacist's directions and label intact, and stored so they are inaccessible to children and the public. Nonprescription medications shall be labeled with the child's name. An authorization for medication form must be completed by the parent and kept in the child's file. Use of this medication will be documented by the teacher including the name of the medicine, date, time, dosage given or applied, and the initials of the person administering the medication.
- C. Christ the King Christian Preschool practices "universal precautions" in infection control. This means all bloody and bodily fluids are treated as if known to be infectious for HIV, Hepatitis B, or other blood-borne pathogens. All staff members are required to complete one hour of training annually on universal precaution procedures.
- D. Disposable gloves will be worn anytime staff need to clean up blood or other bodily fluids. Paper towels should be used for clean-up. Bags containing infectious waste shall be double bagged and tied. Floors, toilets, sinks and countertops, tables, chairs toys, doors and door knobs will be disinfected.

- E. In an emergency situation, parents will be called immediately.

Incident Policy

In the case of a minor injury at the preschool, your child will receive immediate care by the preschool staff. An incident report will be filled out and signed by the staff member who witnessed the incident and by the parent of the child. One copy will be given to the parent and one copy will go in the child's file. If the child needs emergency care, see the section labeled emergencies on page 14 in this handbook. If the need arises, teachers will administer minor first aid -- cleansing, bandages, etc. The teachers have completed the required first-aid courses.

Smoking

Christ the King Christian Preschool is a smoke free environment. Smoking and the use of tobacco products are prohibited in the preschool and in the outdoor play center.

Emergencies

- A. In the case of an accident or sudden illness, you will be notified immediately, and your child will receive prompt medical care, as directed in your medical consent form. If the child's parents cannot be reached, the individuals you designated as emergency help will be called. Please let these individuals know where you will be if you do not plan to be home or at work during preschool hours.
- B. We do conduct monthly fire drills and tornado drills at the preschool, with plans for caring for the children if they must evacuate the building in cold weather. We have written plans for reporting and evacuating in case of earthquakes, blizzards, power failures, other disasters. Procedures for reporting dangerous person and missing child are also in place. We discuss all these plans with each preschool session.

Biting Policy

A Note to Parents: Children Who Bite

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

How the preschool staff will immediately respond to biting incidences:

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

How the preschool will assess the situation:

- Examine the context in which the biting is occurring and look for patterns. Was the space too crowded? Were there too few toys? Was there too little to do or too much waiting? Was the child who bit getting the attention and care he deserved at times other than when he was biting?
- Does the staff have a caring and nurturing relationship with the child?
- Change the environment, routines, or activities if necessary.
- Are there quiet spaces for children to regroup if they become over-excited?
- Work with children who bite to resolve conflicts and frustrations in more appropriate manners, including using words, if they are capable of them.
- Observe children who are short-term, chronic biters to get an idea of why and when they are likely to bite. For example, some children may bite not when they are angry or frustrated but when they are very excited.
- Identify children likely to be bitten and make special efforts to reduce their chance of becoming victims.
- Avoid casually attributing willfulness or maliciousness to biters.

Notification to Parents:

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

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

Confidentiality:

Employees in a child care center are required by Iowa code to respect the confidentiality of children and families using our service. This includes the name of a child who behaves aggressively towards your child. At one time or another, most children exhibit behaviors that adults regard negatively. Biting can be a particularly emotion charging event for a parent of the child who receives the bite. We certainly understand this and are always willing to discuss the situation with you, the strategies in place and your

child's role in any incident. However, we ask that you understand the reasons behind the confidentiality rules governing child care employees and refrain from asking the name of the child doing the biting.

Access Policy

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

Definitions:

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

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

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

1. Only persons who have current criminal record checks and FBI fingerprinting checks in accordance with DHS standards have unrestricted access to the children. This would include the director, teacher, teacher's aide, substitute teachers and some volunteers.
2. Any person, other than those described above, shall not have any unrestricted access to the children of the preschool and will not be allowed with the children except with a staff member present. Exceptions are granted for parents, guardians and custodians in relation to their own children. Volunteers are also exempt unless they are responsible for a child other than their own or will have access to other children when they are alone.
3. The preschool does not allow people on the property when children are present except:
 - a. Those individuals at the preschool to observe the preschool for possible enrollment of a child at the school in the future.
 - b. Those individuals who may be needed to do repairs, etc.
 - c. Those individuals who are presenting to the preschool children (eg. Librarian, fireperson, dentist).

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

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

Communicable Diseases

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

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

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

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

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

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

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

Board may require medical evidence that students with a communicable disease are able to attend school.

Communicable Disease Chart

Concise descriptions and recommendations for exclusion of cases from school.

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

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

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