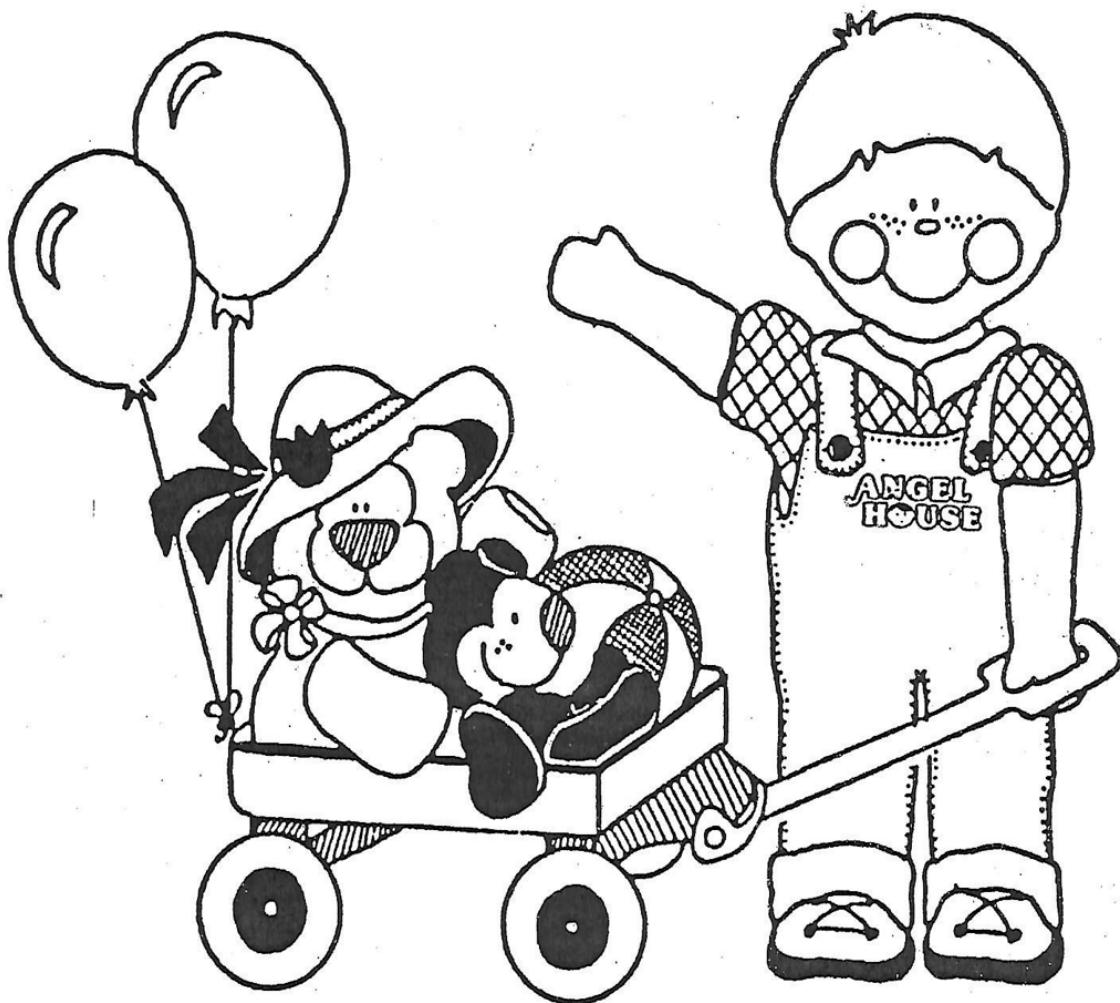


Angel House

Preschool & Child Care
est. 1987



"At Angel House we make learning FUN!"

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**Iowa Preschool Initiative (SWVPP)
Angel House Child Care at Villa Maria
2302 West Street
Sioux City, Iowa 51103
712-234-1854**

Welcome to Angel House Child Care at Villa Maria!

MISSION STATEMENT

Angel House Preschool and Child Care will provide experiences to promote each child's spiritual, emotional, social, physical, and educational growth within a Christian-based environment.

PHILOSOPHY

At Angel House we believe that childhood is a unique and valuable stage of the development of a person. We recognize and appreciate the uniqueness, differing abilities, diversity, and potential of each child, and believe all children can benefit from a developmentally appropriate preschool program. We will provide a nurturing environment for all children regardless of sex, race, national origin, or religious creed, and develop relationships of trust and respect with the families we serve.

We believe children learn by doing and learn through play. Therefore, Angel House offers an environment filled with activities, toys, and materials that promote 'hands-on' learning. Our daily routine includes a variety of teaching strategies which allow the children to work and play individually, in small groups, and as part of a large group. Social/emotional readiness is a main focus of our curriculum.

We will strive to provide a safe, secure environment where each staff member assumes the responsibility to encourage each child's spiritual, social, emotional, cognitive, and physical development based on the developmental levels and interests of your child.

CALENDAR, ENROLLMENT, AND TUITION

CALENDAR – PRESCHOOL INITIATIVE HOURS (SWVPP- Statewide Voluntary Preschool Program)

The Preschool Initiative at Angel House follows the Sioux City School District's school calendar for holiday breaks, and days off for inclement weather.

Preschool Initiative at Angel House will begin the day after Labor Day and ends at the end of May.

Angel House will operate 2 free morning sessions. Preschool Initiative morning hours are 8:00 a.m. – 10:30 a.m. and 10:30 – 1:00 p.m. Monday-Friday.

Children attending Angel House all day will receive preschool each day with the certified teacher. The rest of the day is structured, and lesson plans will be implemented.

CALENDAR – DAYCARE HOURS

Angel House is open Monday through Friday, 6:30 a.m. to 5:30 p.m. We are closed for six major holidays: New Years' Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas, and will close at noon on December 24 when it falls on a weekday.

If the holiday falls on the weekend, it will be observed on either the preceding Friday if the holiday is on Saturday or the following Monday if the holiday is on Sunday.

EMERGENCY CONTACTS

Each parent must have on file a list of names and phone numbers of emergency contacts. (pink and purple forms) The emergency contacts are people who are authorized by the parent/guardian to pick up and/or care for the child in case of illness or emergency when the parent/guardian can't be reached. Children will only be released to a person whose names appear on the emergency forms. Staff members will ask for identification of any person with whom they are not familiar.

In the case of legal issues, the registered parent/guardian must indicate who has legal custody and who may pick up the child on the enrollment form. **Should there be a custody arrangement between parents; Angel House must have a copy of the legal document on file.** Changes in custody arrangements must be disclosed to Angel House. **Should there be a restraining order against a person; Angel House must have a copy of the legal document on file.** As with any information you provide us, this will be confidential and only those staff members who need to know will be informed of the situation. Legal documents are kept in the child's file. We assume no liability if not properly advised. Whenever there are changes to be made, it is your responsibility to inform us of new information in a written form.

PRESCHOOL INITIATIVE SCHEDULE

This is the schedule for the Preschool Initiative 2 classes. The Stars are in blue, and the Moonbeams are in yellow. When your child's group is in the highlighted times, he/she will be with the certified teacher and a PI assistant. When your child's group is not in the highlighted times, he/she will be with PI assistants. The two groups will be following Creative Curriculum which is mandated by the Iowa Department of Education.

Time	Stars 8:00-10:30	Time	Moonbeams 10:30 – 1:00
8:00	Limited choice (Small Groups) +MTSS Interventions	8:00	Limited Choice
8:30	Group Meeting	8:30	Religion
8:50	Choice Time snack 9:30 -10:00	8:45	Choice Time (Snack 9:30 – 10:00)
10:00	Read Aloud	10:00	Read Aloud
10:15	Outside	10:15	Outside
10:30	Outside	10:30	Outside
10:45	Religion	10:45	Small Groups
11:00	Choice Time	11:10	Group Meeting
12:15	Lunch	11:30	Choice Time
12:30	Read Aloud	12:30	Lunch
		12:45	Read Aloud
1:00	REST TIME		
2:30	Wake up Limited Choice / Snack		
3:30	Read aloud		
	Outside / Choice Time		

ENROLLMENT POLICY

Angel House does not discriminate in the enrollment of children on the basis of race, color, religion, sex, age, disability, sexual orientation, political affiliation or national origin. Enrollment is filled on a first come, first served basis. A child qualifies for the Iowa Preschool Initiative (SWVVP) if the child resides in IA and is 4 years old on or before September 15.

All registration forms in the packet for Angel House and for the Preschool Initiative must be completed and due on the 1st day of class:

Preschool Initiative Forms

- Student Registration
- Permission Slip
- Home Language Survey
- Provide a copy of the child's Birth Certificate

Angel House Forms

- Enrollment Agreement – (blue form)
- Family Information and Pickup Permission form -(pink form)
- Consent and Release (white form)
- Part Time Policy (white form)
- Physical Exam form (completed by a physician and updated yearly- yellow form)
- Immunization form (completed, signed, and dated by a doctor or health official and must be kept up to date – white form)
- Emergency Medical Treatment Authorization - updated quarterly (purple form)
- Fee Payment Policy Agreement (green form)

All child files are kept confidential and are located in a locked file cabinet. Only authorized individuals such as teachers, administrators, DHS consultants, and parents may access a child's file.

TUITIONS

Preschool Initiative - Morning Sessions with No Child Care

Through the Iowa Statewide Voluntary Preschool Program (SWVPP), Preschool Initiative children will receive at least 10 hours of preschool at no cost. Our preschool hours are Mon – Friday, 8:00 – 10:30 am or 10:30 a.m. – 1:00. These sessions are free although the second session includes lunch which is \$3.50 per day.

Child Care for Preschool Initiative Children

The daycare tuition covers those hours beyond the child's Preschool Initiative session and includes a hot lunch, activities, and supervision. The Preschool Initiative morning is at no cost to the parents. Daycare children will also have preschool activities in the time that they are not with the certified teacher in PI.

Tuition is to be paid each Friday for the upcoming week unless prior arrangements have been made with the Director or our bookkeeper. A 15% discount is given to additional children in the family enrolled in our program. You may pay in advance, but not late.

There is no deduction for days not attended. Delinquent accounts (2 weeks behind) will result in termination of the child's attendance until the account is paid. Advanced written notification of any changes in days or hours that your child will attend Angel House is required and is subject to space availability.

Payments can be made in the form of cash, check or money order. Checks and money orders may be placed in the tuition mailbox in the front entrance. If you pay with cash, please ask for a receipt immediately. There will be a \$25.00 fee for any returned check. Payments can also be made through our child care management system called Playground via payments made with your banking account.

If you qualify for state assistance and we have not received state assistance confirmation by the time your child starts receiving care at Angel House, you will be responsible for your bill. If you qualify for state assistance and exceed your allocated units, you will be responsible for your bill.

ATTENDANCE POLICY

Regular attendance is instrumental to your child's educational success. All effort needs to be made to get your child to school on time by being prepared for the morning and having a back-up plan for transportation. Preschool Initiative classes follow the Sioux City Community School District's calendar.

If your child's attendance falls below 90%, you will be required to meet with the Director to discuss the situation and develop a plan for attendance.

Each parent or guardian is required to call at the start of the day if your child is to be late or absent. Excused reasons for absence are:

1. Illness of the child, extended illness, hospitalization, or doctor's care
2. Death in the family
3. Family emergency
4. Family obligation that can't be met outside of the school session

Should the child be absent for an extended period due to illness (3 days or more), the Director may require written documentation from the child's physician.

ARRIVAL POLICY

Children must be escorted into Angel House by a parent/guardian who takes them to the appropriate classroom area, makes sure staff acknowledges the child and checked present with our child care management program called Playground. (In case of emergency, we need documentation of each child's presence or absence.) If you need help in escorting your child, please contact us and we will assist you.

Your child must wash his/her hands upon arrival at the classroom.

If your child will not be attending Angel House for any reason or there is a schedule change, let us know by 8:15 a.m. or give us advance notice. Notification will be sent if we do not see your child 1 hour after his/her typical arrival time. Lunch for full-time children is called in daily, and we need an accurate count by 8:30 a.m.

DEPARTURE POLICY

Angel House closes at 5:30 p.m. Please pick your child(ren) up by this time. Failure to do so will result in a late fee; \$10.00 for 5 minutes late and \$1.00 for every additional minute. Exceptions will be at the discretion of the Director.

Only those adults who are authorized in writing may take the child from Angel House. If it is necessary for someone else to pick up your child, call and inform us with the name of that person. Prepare them to identify themselves with a photo ID. This is for the safety of your child.

Before leaving be sure to sign your child out on Playground, our child care management system. Please check your child's backpack at the end of each day for artwork, newsletters, and/or other important information.

RECORD HANDLING

Records of children who are no longer active in the center will be kept on file for a period of not less than five years from the child's last active date. Records will be destroyed by means of shredding.

CONFIDENTIALITY POLICY

It shall be the policy of Angel House that all client information, that of the child and the parent/guardian/family, is considered confidential. This includes **all** information surrounding our clients. Information about a child may only be discussed with the parent/guardian.

At no time will information about a child's name, birthday, address, phone number, or family names be released to another individual without parent/guardian consent.

Confidential policies shall apply as follows:

1. The following individuals shall have access to records without the child's consent:
 - a) child's parent, child's legal guardian.
 - b) local DHS worker who has placed the child at this child care center
 - c) DHS child care licensing consultant.
2. Releasing information about children of this agency includes:
 - a) granting access to or allowing the copying of a record.
 - b) providing information to be true or false.
 - c) providing information either in writing or orally.
3. Parents/guardians of Preschool Initiative children must sign a release to share information with Sioux City Community Schools. (Example: registration forms, test results)

LICENSING, GENERAL INFORMATION AND POLICIES

Angel House Child Care at Villa Maria is licensed to operate by the Iowa Department of Human Services. The license is posted in the main entrance. Angel House's licensing record and compliance report forms from the State Fire Marshall's office are available upon request from the Director and the Iowa Department of Human Services. All staff are expected to be knowledgeable in Iowa DHS Licensing Rules and Regulations for Child Care, the Iowa Quality Preschool Program Standards and the Iowa Early Learning Standards.

A copy of the Child Day Care and Preschool Licensing Standards and Procedures, Form SS-0711 is available upon request from the Director and from the center's licensing consultant, Jana Drew, or from the Department of Human Services.

PROGRAM LEADERSHIP AND MANAGEMENT

Angel House Child Care at Villa Maria is a non-profit business led by a board of directors. Angel House's director must meet specific requirements which include training hours in administration, leadership, early childhood education, and child development. The Preschool Initiative Administrator, a Sioux City Community Schools employee, oversees the Preschool Initiative programs in schools, daycares, and Headstart.

Personnel policies are in the staff handbook and outline staff roles and responsibilities, job descriptions, benefits, hiring procedures, training requirements, resignation, termination, and grievance procedures, and staff evaluation.

Since Angel House is licensed to have an enrollment of 60 or more full time education (FTE) children and employs eight or more FTE staff, the program has a full-time administrator.

CHILD ABUSE/NEGLECT

As licensed childcare providers, we are required by law to report any suspected cases of child abuse or neglect. Staff who report suspicions of child abuse or neglect are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious. We ask for your understanding, cooperation and help in this matter. Our staff is trained in Mandatory Reporting within the first 90 days of employment and every 2 years thereafter.

Angel House adheres to the Safe Environment Program of the Diocese of Sioux City. The components of the Safe Environment Program are the Safe Environment Policy, Code of Conduct and Ethical Standards, Background Check, and VIRTUS Protecting God's Children Awareness Program for Adults. The Safe Environment Program outlines a written expectation of ethical standards for the employees. These procedures are also listed in the staff manual.

HARRASSMENT POLICY

It is the policy of Angel House to maintain an environment that is free of harassment. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual. It may be, but does not have to be, because of one's race, color, creed, religion, national origin, gender, age, disability, marital status, sexual orientation, or any other individual differences, that has the effect of:

- 1) creating an intimidating, hostile, or offensive environment.
- 2) unreasonably interfering with an individual's performance.

Harassment encompasses a broad range of physical or verbal behavior, which can include, but is not limited to:

- 1) physical, verbal, or mental abuse
- 2) racial insults
- 3) derogatory ethnic slurs
- 4) sexual advances, comments, or jokes

TERMINATION OF SERVICES

Parents/guardians must give Angel House at least two weeks' notice in advance of terminating day care services. If a child does not attend Angel House for a two week period with no communication from the parent/guardian, the existing contract with Angel House will be terminated and the parent/guardian will be billed for any open invoices.

TOYS

Angel House has a good selection of age-appropriate toys and learning materials for the children. It is recommended that children not bring toys from home. Angel House cannot be responsible for broken or lost items.

FACEBOOK POLICY

Statement:

Angel House Preschool and Child Care acknowledges that social media can play an important role in establishing and maintaining communication with families and the local community in today's current social network.

Policy:

An Angel House Preschool Facebook page will be established as a means of communication between families and our business. The following rules will be put in place to ensure the confidentiality, rights, and dignity of the children, families, and educators involved:

1. Children's names will not be used.
2. Photos of identifiable children will not be uploaded onto our page by Angel House. (unless parents have given written permission to Angel House to upload their child's photograph.)
3. All users (people who access our page) who interact with the Angel House Facebook page must do so using a Facebook account that clearly identifies them by their real name. This includes those users who either 'like us' or make comments on posts.
4. While using our Angel House page, users are expected to ensure that they:
 - A. Respect the confidentiality of others. This includes the names and identification of other children and families. This also includes not uploading any films or photographs taken at Angel House during preschool events or daily activity which include photographs or films of children other than your own.
 - B. Do not impersonate or falsely represent another person.
 - C. Do not harass, intimidate, bully, threaten, or harm the reputation of others.
 - D. Do not use offensive or inappropriate language.
5. Users who are deemed to be using our page inappropriately will be blocked.
6. The Angel House Facebook page will not be used for the promotion of personal financial interest or to promote other businesses. However, our page may be used to thank local businesses for their support of our agency.

Breach of Policy

Any concerns or suspicions over the breach of the Facebook policy should be brought to the immediate attention of Angel House administration in a confidential manner. All reports of cyber bullying, threats, harassment, pornographic, or illegal misuse will be investigated and may result in notification to the police or appropriate governing agency. Angel House staff are mandatory reporters to the Iowa Department of Human Services.

SUSPENSION AND EXPULSION POLICY

A child in the Preschool Initiative cannot be suspended or expelled from school due to challenging behavior. If a child exhibits persistent challenging behavior, Angel House will work with the Preschool Initiative administrator and coaches to implement strategies to help your child succeed at Angel House. Suspension and expulsion will only be used

as a last resort when there is a serious safety concern that cannot be reduced or eliminated with reasonable modifications.

UNAUTHORIZED ACCESS

The doors of the buildings will remain locked during the day to ensure the children's safety. Exit doors have crash bars to ensure safe exits in an emergency. Two outside doors have codes to allow entry of staff and parents.

Non-agency persons who are on 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.

Any person who has not had a record check and approval to be involved with child care shall not have unrestricted access to children (will not be allowed to be alone with children or assume child care responsibilities) and will not be counted in the staff to child ratio. These people will be under the direct supervision or monitoring of paid staff at all times.

SEX OFFENDER

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent or guardian) who is required to register with the Iowa sex offender registry:

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at Angel House
- Shall not be on the property of Angel House except for the time reasonably necessary to transport the offender's own minor child to and from Angel House.

AMERICANS WITH DISABILITIES ACT (ADA)

The ADA states that people with disabilities are entitled to equal rights in employment, state and local public services, and public accommodations such as preschools and child care centers. Angel House welcomes all children which gives us the opportunity to enroll children with disabilities. All children and families benefit from inclusion as it develops an understanding and caring for the differences among people.

PRESCHOOL INITIATIVE INFORMATION AND POLICIES

The Preschool Initiative classroom will be taught by an individual who has an active Iowa Teaching license and an Early Child Education degree or endorsement. The teacher will be supported by 1 or 2 assistants who meet the education requirement mandated by the Statewide Voluntary Preschool Program and the PI contract with Sioux City Community Schools. All PI staff participate in 15 hours of professional development and have completed Chapter 103 training.

All Angel House staff in our building have passed a state criminal record and child abuse check, a Diocesan background check and fingerprinting. Each staff member is free from a history of substantiated child abuse or neglect. Each staff member participates in the Safe Environment program of the Sioux City Diocese.

Program staff have signed a job description, and personnel policies are defined in the staff manual. Full time, non-contracted staff is offered health insurance, dental insurance, receive a free life insurance plan and can purchase supplemental life insurance, can participate in a FLEX plan, can contribute to a 401K plan where Angel House matches up to 6%, and receives one day of PTO per month.

Staff are evaluated once a year. Full time staff receive at least a 15 minute break in each 4 hour work period; typically it is a break of 1 hour in an eight hour day.

CURRICULUM

The Preschool Initiative uses The Creative Curriculum for Preschool as the framework for its educational program. Creative Curriculum is a nationally recognized, research-based curriculum which is developmentally appropriate for all preschool children. The Iowa Early Learning Standards, the GOLD Assessment, and a child's Individual Education Plan – IEP (if applicable) are also used to develop weekly lesson plans.

The Creative Curriculum for Preschool is based on 5 components:

- How Children Develop and Learn
- The Learning Environment
- What Children Learn
- The Teacher's Role
- The Family's Role

Creative Curriculum will be used as a written curriculum to guide and continue the development of learning opportunities. The preschool curriculum provides children with child-directed and teacher-directed activities. The curriculum reflects the lives of the children and their families, reflects diversity found in society, encourages exploration and discovery, and accommodates the special needs of children.

Learning centers emphasize specific skills and content in language and literacy, math, art and creative expression, health and safety, science, social studies, sensory development, music, movement, and technology. Language development is stimulated through reading books, stories, nursery rhymes, songs, finger plays and a library center. Gross and fine motor activities are implemented in the program. Music and movement/dance are incorporated into the daily routine. Children are able to choose from centers to practice skills and explore their interests.

We believe children learn by doing and learn through play. Therefore, Angel House offers an environment filled with activities, toys, and materials that promote 'hands-on' learning. Our daily routine includes a variety of teaching strategies which allow the children to work and play individually, in small groups, and as part of a large group.

The daily schedule is predictable, flexible, and adaptable to meet the individual needs of the children. The schedule and curriculum allow time for indoor and outdoor experiences, active and quiet activities, and allow for group interaction and individual time.

With regular attendance, we hope your child will grow in his/her abilities in:

- independence and self-confidence
- sharing and taking turns
- speaking in a group
- expression of ideas through language, art, movement, and music
- listening and following directions; problem solving
- small and large muscle coordination

Angel House also incorporates a Christian-based religious curriculum **outside of the Preschool Initiative hours.** The religion curriculum teaches Bible stories and songs and provides activities which develop social values such as community, kindness, forgiveness, empathy, compassion, love and acceptance for all people. Children practice various prayers before mealtime.

TEACHER/CHILD RATIOS

Children will be always supervised within the facility and on the playground. Angel House will meet or better the staff ratio mandated by the Iowa Department of Human Services and the Preschool Initiative:

Preschool Initiative hours = 1 adult to 10 children; class size is no more than 20 children

Daycare hours = 1 adult to 12 children

PRESCHOOL ASSESSMENTS

Angel House will complete formal and informal assessments through the school year to monitor your child's progress. Conferences will be held twice a year to review assessments with the parents/guardians and set goals for the child. Parents are also encouraged to participate in the assessment process by documenting what their child can do at home and share it with the teacher.

Formal testing will be completed with an evaluation tool by Teaching Strategies called GOLD Assessment and another evaluation tool called IGDIs. (Individual Growth and Development Indicators) Each assessment will be completed three times during the school year. (fall, winter, spring) The areas of assessment include: social-emotional development, physical development, cognitive development, language development, literacy, mathematics, science and technology, the arts and social studies.

Observation with anecdotal notes, rating scales, checklists, and work sampling will be used to gather information during play and daily routines during the preschool session, and is entered into an on-line system. These methods are sensitive to and informed by family culture, experiencing children's abilities and disabilities, and home language. Evaluations will obtain information on all areas of your child's development and learning, identify your child's interests and needs, determine goals for your child, guide classroom instruction, and identify children who may need special help.

The teaching staff analyzes and interprets the assessment data weekly as well as after each assessment period to determine how to best meet the needs and interests of the children, to develop goals for individual children and the classroom, to plan lessons, and to adapt our teaching practices and strategies.

PARENT INVOLVEMENT

Parents/guardians are welcome to visit the classroom at any time and are encouraged to participate whenever possible in the activities at the center. We also encourage you to contact the staff or Director to share insights, goals, or concerns about your child.

Parents will have the opportunity to participate in at least one family night and one home visit during the school year. Parent/teacher conferences will be held twice a year.

OPEN HOUSE

Angel House will host an Open House prior to the start of the school year. This allows the children to become familiar with the classroom and meet their classmates before the year begins. It also gives the parents an opportunity to meet each other.

HOME VISITS/PARENT ORIENTATION

Home visits are conducted once a year at the beginning of the school year. The teacher will contact parents to schedule a time to visit the child's home. Home visits are important for several reasons:

- It allows the teacher to build a relationship with the parents and child, so the child is familiar with the teacher and less apprehensive of school.
- It allows the teacher to give parents an orientation to the program's policies and procedures.
- It allows the parent/guardian to ask questions and voice their concerns.

PARENT/GUARDIAN COMMUNICATION

Staff will use social media and Playground, our child care management system, to share information with the parents. Posters and notes will be printed by your child's teacher/Director to provide information about Angel House's activities and other general announcements.

In the main entrance of our building, parents will find information regarding special activities, messages from Angel House and the community, learn about special events and receive information about child rearing practices.

Before the parent/teacher conferences, we will ask our parents to evaluate our program. Angel House wants to meet the expectations of our families. At your child's two conferences, the parents will have the opportunity to assist in making decisions to improve the program as well as discuss the child's progress and goals.

Parents are encouraged to share their family's interests, talents, and cultural celebrations with the children and staff of Angel House. Participation in our preschool allows your child to become a part of a community of families all sharing a common goal. We welcome all opportunities to broaden our knowledge and develop positive relationships between school and families.

If there is a change in your address, home or work telephone numbers, or pick-up people, please inform us. We would also like to know about changes in family status or situations. This is especially helpful in aiding your child in his/her daily routine and understanding your child's behaviors or moods. All information shared with our staff is confidential.

BOARD PARTICIPATION and PROGRAM WIDE POSITIVE BEHAVIORAL INTERVENTIONS and SUPPORTS (PWPBIS)

Parents can join the Angel House Board by talking to the Director. Board meetings are held quarterly.

Parents can also join the PWPBIS team, Program Wide Positive Behavioral Interventions and Supports, which meets monthly.

CHILD GUIDANCE PRACTICES AND POLICIES

DISCIPLINE POLICIES

An effective discipline policy will help the children develop self-control and a sense of responsibility for their own actions. Children need to be provided opportunities to learn appropriate and acceptable behavior.

At Angel House corporal punishment is never used. Children are never hit, slapped, or spanked. Children are not to be ridiculed, humiliated, teased or embarrassed. When discipline is used, it is consistent, and the age and individual needs of the child are considered.

The philosophy supporting the Angel House discipline policy consists of the following ideas:

1. Teach, explain, and demonstrate the rules of Angel House. All rules fall under 3 main categories: Be kind. Be Safe. Be Helpful.
2. Be consistent. Children best learn limits when those limits are consistently enforced.
3. Be sure that the child realizes it is the child's behavior that is unacceptable – not himself/herself.
4. Always make sure that a child knows and understands why the behavior is not acceptable. Tell him/her or demonstrate what behavior would be appropriate.
5. Use a quiet, firm voice. Keep the discussion short, simple, and clear.
6. Show respect for the child's feelings. Get down to the child's level, look into the child's eyes and give the child your complete attention. Be discreet, quiet, and as private as the situation can allow.
7. Encourage positive, consistent reactions to help maintain an enjoyable and relaxed learning environment.
8. In the event that a child is physically aggressive, is destructive to property, or elopes, a Behavior Incident Report (BIR) will be written and parents notified.

CHILD GUIDANCE

The following techniques are used at Angel House:

1. Positive Behaviors Interventions and Supports (PBIS): Techniques from this program will be implemented in the classrooms regarding design of an environment that promotes child engagement and learning, classroom management and routine, teaching social emotional skills, and developing positive relationships with children and parents. Children will be taught skills to utilize and encouraged to solve their problems with their peers.
2. Positive Descriptive Feedback: Notice the child's good behavior, and comment on that to the child.
3. Teaching by example: Model appropriate behavior, language, comments.
4. Cool Down or Take a Break: A "cool down" or supervised separation from the group is appropriate for acts of physical aggression or when the child is very upset. Try to redirect prior and give plenty of verbal warnings. If necessary, then follow through in a calm manner with the action announced. When the child is calm enough to listen, explain the reason for the cool down, why the behavior is not acceptable and how it made the child/teacher feel. Older children can possibly figure out a plan to make amends. ("Maybe I could build a new block tower for Joey" after repeatedly knocking it over.) End on a positive note.

Teaching staff will use positive guidance, redirection, and planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent and clear rules and expectations, create a structured and routine environment, and involve children in problem solving to foster the child's own ability to become self-disciplined.

Teaching staff will evaluate and change their responses based on individual needs. They will vary their interactions to be sensitive and responsive to differing abilities, temperaments, activity levels, and cognitive/social development.

Teaching staff will never use threat or derogatory remarks, and neither withhold nor threaten to withhold food as a form of discipline.

Teaching staff will talk frequently with children and listen to children with attention and respect, engaging in meaningful and extended conversation. They will respond to children's questions and requests. They will use strategies to communicate effectively and build relationships with every child.

Teaching staff help children manage their behavior by guiding and supporting children to:

- a. persist when frustrated.
- b. play cooperatively with other children.
- c. use language to communicate needs.
- d. learn turn taking.
- e. gain control of physical impulse.
- f. express negative emotions in ways that do not harm others or themselves.
- g. use problem-solving techniques.
- h. learn about self and others.

Staff will encourage the children to respect other people and their property, and to learn to be responsible for their actions.

ADDRESSING CHALLENGING BEHAVIOR

Teaching staff will guide children to develop self-control and conduct themselves in a positive manner with peers and adults. Rather than focus solely on reducing challenging behavior, teachers will focus on teaching the child social, communication, and emotional regulation skills. They will use environmental modifications, activity modifications, adult or peer support, and other teaching strategies to support the child's appropriate behavior.

Staff will not use harsh or abusive tones of voice, physical punishment, or any punishment that would humiliate, frighten, embarrass, or subject a child to neglect.

Aggressive physical behavior by a child towards another child or staff is unacceptable. Teaching staff will intervene immediately when a child becomes physically aggressive to protect all the children. Staff will separate the child/children involved. The staff will immediately comfort and care for any individual who is injured. Strategies will be used to calm the situation and return the child/children to classroom involvement. Parents or guardians of the child/children involved will be notified of the incident through written and signed documentation.

Parents/guardians will be notified immediately of serious injury needing medical treatment. A parent/guardian will be contacted immediately if their child is causing serious injury to other children or him/herself.

If a child displays persistent, serious, and challenging behavior, the teaching staff will first contact the parents/guardians to develop a plan for the child. With parent permission, the teacher will contact the Preschool Initiative administrator, CCRR and AEA support staff for consultation. All will work as a team to develop and implement strategies and a plan to support the child's inclusion and success.

BITING POLICY

Biting is a natural developmental stage among many children birth to three years but can also occur with older children.

Toddlers bite for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers lack verbal skills necessary to express needs and feelings. Toddlers have a need for oral stimulation. Sometimes biting occurs for no apparent reason.

Caregivers will develop healthy relationships with the children, recognize each child's needs and adjust the routine accordingly, and anticipate situations when a bite may occur. Staff will use techniques learned in Positive Behaviors Interventions and Supports (PBIS) such as distraction, redirection, close physical presence of the staff, and changing the environment and activities. The center will encourage the children to "use their words" if they become angry or frustrated to solve their problem. The staff members will always maintain close and constant supervision of the children.

The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs. The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "Biting is not okay – it hurts!"
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter immediately from the situation.

- The wound of the bitten child shall be assessed and cleansed with soap and water. An ice pack will be provided if necessary. If it is determined that there was a blood exposure, parents of both children will be asked to seek medical attention.
- Staff will redirect the children to other play.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report) and signed by the parent and staff.
- Confidentiality of all children involved will be maintained on the forms and while discussing the incident with the parents. Forms will be kept in the child's file in the office.
- The bitten area should continue to be observed by parents and staff for signs of infection.
- After a biting incident, staff will examine the reason or function of the behavior, the environment, the routines and activities to prevent future incidents.
- Special attention will be given to develop an appropriate and purposefully planned environment. Work in a positive and caring way to teach the child with the challenging behavior that the biting behavior is not acceptable. Aid the child to develop behavior that is acceptable.

If the biting continues, we will meet with the parent/guardian of the child who is biting to develop a plan to support the child in the development of positive social behaviors. We will seek consultation for assistance if needed.

NUTRITION POLICIES

LUNCH AND SNACKS

Nutritional snacks and meals are important to growing bodies and will be provided daily and at regular times, at least 2 hours apart but not more than 3 hours.

Lunches will contain a protein, two vegetables or one vegetable and one fruit, a bread, and milk. Nutritious snacks will be provided in the morning and afternoon. 100% juice, 1% milk, and water will be offered during snacks. Juice serving will be limited to ½ cup with water offered for seconds. Menus are posted in each classroom.

The food is prepared, served, and stored in accordance with the Child and Adult Food Program (CACFP) and the USDA. Food is discarded with expired dates and after being open for 48 hours.

Food exceptions are allowed for allergies and medical conditions with a written individualized care plan from a doctor and family members. Food exceptions are also allowed for religious restrictions.

To the best of our ability, Angel House will protect any child with a food allergy from contact with the problem food. This may include giving consent for confidentially posting information about a child's food allergy (example: gluten free treats)

For all children with disabilities who have special feeding needs, program staff will keep a daily record documenting the type and quantity of food a child consumes and provide the family with that information.

Water breaks will be scheduled during the day, and water will be accessible to the children at all times, inside and outside.

Teachers will model healthy food choices and healthy beverages during the day.

TREATS/FOOD FROM HOME

Parents/guardians may send birthday treats/food to be shared with your child's class. All food that comes from home must be either whole fruits or commercially prepared, packaged foods in factory-sealed containers. This will allow us to know the ingredients of the food and determine if a child with allergies may participate in the activity.

TOOTH BRUSHING

Once daily when children receive two or more meals, Angel House staff will provide an opportunity for tooth brushing to remove food and plaque, and to promote good dental hygiene. Toothbrushes will be replaced every three months or when worn or frayed. We do not use bottles or sippy cups.

In the event of a dental health emergency, we contact the parents/guardians, provide first aid, and fill out an incident report. We house contact information for each child's dentist in their classroom's clipboard and in their file in the office.

We provide a resource list for children without a dentist. We promote oral health per the USDA's Child and Adult Care Food Program (CACFP). And we encourage age-appropriate oral health education and activities.

HEALTH POLICIES

Children are required to always have a current physical and valid immunization form on file. The immunization must be in compliance with Iowa health regulations.

The staff at Angel House will strive to prevent the spread of illness among children. Your cooperation will be a tremendous help in maintaining the health of all the children. Angel House will follow all health policies mandated by the Department of Human Services and the Iowa Department of Public Health.

COMMUNICABLE DISEASE

Angel House does not require that your child stay home for a minor respiratory problem (mild cold). But Angel House cannot care for children with communicable diseases. Angel House must be notified by the parents/guardians if your child has a communicable disease. When there has been exposure to a communicable disease, a confidential notice will be posted in each classroom and in the entrance. When there is an unusual level or type of communicable disease, Angel House will provide information to our families verbally and in writing. The policies and procedures will be followed for children with communicable disease as dictated by the Iowa Department of Public Health.

The following common symptoms will require a child to be sent home or to stay home until the symptoms are gone:

- Not feeling well enough to participate in activities.
- Chicken Pox – Child may return when the pox are dried up, usually 6-7 days after outbreak.
- Conjunctivitis (Pink Eye) – non-clear drainage from eye and/or swelling and redness of the whites of the eyes. Child may return after 24 hours of antibiotic treatment.
- COVID-19 - Symptoms of COVID-19 include fever, cough, shortness of breath, loss of taste or smell, sore throat. Angel House will follow the local health department's recommendation and advice from our child care nurse consultant.
Coughing – severe, continuous coughing.
- Diarrhea – two or more bouts that are of an unusual consistency (i.e. loose, watery, greenish, foul smelling) we require your child stays home until 24 hours has passed without diarrhea.
- Fever – any temperature over 100.4 unless physician diagnosed non communicable (i.e. teething, immunizations, etc.) We require your child stays home until they are free of fever for 24 hours without the use of fever reducing medications.
- Head Lice – A child may return after treatment. Regular, daily head checks of the child will be conducted to monitor new live lice.
- Impetigo – A child may return after 24 hours of antibiotic treatment and the blisters are covered.
- Strep Throat – Child may return after 24 hours of antibiotic treatment.
- Vomiting – accompanied by signs of irritability, restlessness, lethargy, a substantial loss of appetite, or vomiting occurring more than two times in 24 hours. We require you keep your child home until he/she has not vomited for a full 24 hours.

Children with any of these symptoms during the school day will:

1. Be isolated from the other children.
2. Have a parent/guardian contacted.
3. Need to be picked up within one hour after the parent/guardian is contacted.
4. Remain out of Angel House until symptoms are gone.

You will be charged per your contract rate for any days your child misses due to illness or other reasons not covered earlier in this document.

ALLERGIES

Parents must notify Angel House of their child's allergies. The staff will be informed of children with allergies, and with parental permission will confidentially post this information to protect the child from contact.

PETS

Angel House will not have any classroom pets at the childcare center due to possible allergies.

INDIVIDUAL EMERGENCY CARE PLANS

To better serve your child, the staff needs to know the certain conditions surrounding your child's health and development. All information will be handled confidentially, and with parental/guardian permission.

An individual emergency care plan will be required for any child with a known medical or developmental problem or a condition that requires special care in an emergency. This will include conditions such as asthma, seizures, allergies, diabetes, orthopedic or sensory problems, hearing or vision impairments, or other conditions that require regular medication or technological support.

ADMINISTRATION OF MEDICATION

A parent/guardian must complete a Medication Authorization Form for children requiring medications, including over the counter medications. **No child will ever receive medicine without a parent/guardian filling out a form.** Forms cannot last longer than the prescription dosage or 30 days, whichever comes first.

Prescription medications **must** be in the original child-proof container, labeled with the child's full name and accompanied by the licensed physician's directions. All prescription medication states the date that the prescription was filled and contains the expiration date.

All nonprescription medications are to be in the original child-proof container, labeled with the child's name, contain an expiration date, and be specific for the child's age and/or weight. Certain OTC medications will require a doctor's authorization.

All medication is stored in a locked container inaccessible to children or the public. A notation of administration is made on the ledger sheet in the kitchen by the designated staff.

Those staff who administer medication have specific training and evaluation on the 6 'right' practices of medication administration.

ADMINISTRATION OF SUNSCREEN, INSECT REPELLENT, and SKIN LOTION

Our playgrounds have both sun and shade. Children must wear sun-protective clothing, and/or the staff will apply skin protection. Angel House will provide sunscreen with UVB and UVA protection of SPF15 or higher. We must have signed parental/guardian permission to apply the sunscreen.

When public health recommends the use of insect repellants, due to a high risk of insect-borne disease, only repellents containing DEET are used. Parents or guardians must bring the insect repellent, and the bottle will be marked with your child's name. We must also have signed parental/guardian permission to apply the repellent once a day.

Parents must sign permission to administer lotion to the child. (Example: chapped hands)

All sunscreens and lotions will be stored safely out of children's reach and insect repellents will be stored in a locked container.

HAND WASHING

All adults and children who are developmentally able to learn personal hygiene are taught hand-washing procedures. It is required by all staff, volunteers, and children. Staff will assist children with hand washing as needed to successfully complete the task.

Hand washing consists of using liquid soap and water, washing for 20 - 30 seconds, and turning off the faucet with a paper towel after you have dried your hands. Hand sanitizer with 60-95% alcohol is an alternative when visible soiling is not present, and soap/water is not available.

Children, volunteers, and adults

All will wash their hands at the following times:

1. Upon arrival at the center.
2. Immediately **before and after** eating or participating in any food activity.
3. After using the rest room or after diapering.
4. After sneezing, blowing their nose, coughing, or putting fingers in mouth, or contact with any body fluids.
5. After playing or being outside.
6. **Before and after** playing in water, sand, rice or playdoh that is shared.
7. After moving from one group to another that involves contact with toddlers.

Adults and volunteers also wash their hands:

1. When a staff member is eating with the children, that staff member must wash hands again before serving food to the children.
2. Before preparing or serving food.
3. After helping a child with a bathroom situation.
4. After using disposable gloves as universal protection.
5. After assisting a child in wiping their nose.
6. **Before and after** feeding a child,
7. **Before and after** administering medication,
8. After handling garbage or cleaning.

WATER/SAND TABLES

Precautions are taken to ensure that water table play does not spread infectious disease. Children with sores on their hands are not permitted to participate in the communal play. Children wash their hands **before and after** communal play.

Water is changed between groups of children. Children are not allowed to drink the water. The water is drained after the session, and the container is sanitized.

CLEANING AND SANITATION FREQUENCY TABLE

Staff will follow the routine frequency of cleaning, sanitizing, and disinfecting all surfaces in the facility as indicated in the Cleaning and Sanitation Frequency Table. Staff will use products that are approved for use in childcare by DHS.

UNIVERSAL PRECAUTIONS

Staff will use universal precautions in handling blood, body fluids, and cleaning up accidents involving these fluids, as recommended by the Center for Disease Control. Staff is trained yearly in practices of universal precautions.

Staff will wear disposable gloves (and any necessary PPE) when contamination by body fluids and blood may occur. Staff will dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container and not put in the regular trash can.

Hand washing sinks are used for hand washing only, not for food prep or cleaning dishes, bathing children or removing smeared fecal matter.

FIRST AID/CPR/EMERGENCY

Angel House staff is trained in Pediatric First Aid and CPR during their first 90 days of employment, and will administer temporary, immediate care in case of bodily or dental emergencies. The staff renews the training as required. Any minor injury that requires first aid will be documented on an Accident Report Form and signed by the witnessing staff members. The parent/guardian will receive a copy, and a signed copy will go in the child's file.

Staff are trained yearly in emergency plans and procedures. In case of an emergency or serious injury, 911 will be called and the child's parent/guardian will be notified immediately. If necessary, the parent/guardian medical/dental consent form (purple sheet) will go into effect. Your child will be transported by ambulance to the medical facility listed in the registration packet. Any serious injury will be reported to the Department of Human Services within 24 hours of the incident.

REST/QUIET TIME FOR DAYCARE CHILDREN

Children attending Angel House all day will be required to rest after lunch. Your child will not be required to sleep but will be expected to remain quiet on his/her cot to allow others to rest. During rest time soft music is played, lights are dimmed, and staff provide a relaxing environment. Pillows and toys are not allowed. Children must leave their shoes on during rest time in case of an emergency exit from the site. (ex: fire)

We ask that your child bring a small blanket which is labeled clearly and can fit in a lidded container that is 9" w X 13" l X 5" d. Individual cots and sheets are provided for each child by Angel House, and all will be disinfected weekly.

PHYSICAL ACTIVITY POLICY

We support the idea that there is a brain and physical activity connection. Exercise stimulates brain growth and cognitive performance. It helps children focus, making it easier for kids to learn and achieve.

Planned lessons and activities will be taught during each day with movement added to the lessons. We limit long periods of seated time for children, and alternate active and seated activities through the day.

Children in our full day program will be provided with the opportunity for at least 60 minutes of indoor and outdoor physical activity each day.

Staff will provide at least 30 minutes of adult-led physical activity time to our children attending all day each day. This can be in the form of teacher led activity for 5-10 minutes several times during the day. Lessons will provide opportunity for whole body movement with differing types of intensity from moderate (walking) to vigorous (breathe heavily). Staff will participate in the activity to model.

Screen time (computer, iPads, educational programming, and television) will be limited during the day.

OUTDOOR POLICY

Health experts are unanimous on the importance of fresh air and the negative health consequences of children spending too much time in closed, indoor settings. Please dress your child appropriately for the weather and the day's activities. Layer clothing to provide warmth, and send mittens, hats, and boots for cold and inclement weather.

CLOTHING POLICY

Each child is asked to bring a clean change of clothes, including underwear and socks. Please label all clothing clearly; it is advisable to label coats, hats, and mittens. We will try our best to help the children keep track of personal clothing but cannot be responsible for items not marked.

Children need to wear clean clothes and shoes that are appropriate for indoor/outdoor playground activity. Tennis shoes with socks are highly recommended for comfort. During the winter months dry clothing, warm coats, boots, mittens, and hats will be worn for outside play.

Our building is maintained at a temperature of 68-72 degrees year-round.

DIAPERING POLICY

Parents need to provide Angel House with disposable diapers/pull-ups if their child uses them during the day or at rest time. Angel House will provide the non-fragrant diaper wipes.

Diapers/pull-ups will be checked every 2 hours while the children are awake and when children are awakened after rest time. Diapers are changed when wet or soiled. Staff will change children's diapers or soiled underwear in a designated area.

Staff will follow the posted diapering procedure using universal precautions and sanitation, disposing the diaper in a hands-free garbage can that is inaccessible to the children.

SAFETY POLICIES

Children will always be supervised within the facility and on the playground.

Angel House has written emergency plans for fire, tornado, flood, intruders, intoxicated parents/guardians, lost or abducted children, power failures, bomb threats, chemical spills, earthquakes, and blizzards. These plans are posted in each classroom.

Because we recognize the hazards caused by exposure, tobacco, nicotine, electronic cigarettes, and vaping are prohibited in the facility, in outdoor play areas, and the Angel House property. No smoking is permitted in the presence of children.

Alcohol and drugs are prohibited in the Angel House facility, on the grounds, or at an Angel House event.

Angel House has a Zero Tolerance Policy regarding weapons in the facility or grounds. Accordingly, staff, parents, children, and visitors **are not allowed** to bring a weapon of any type into the facility, on the grounds, or to any Angel House activity. This includes all toy weapons.

First-aid kits are clearly labeled and available within the facility, outside, and on field trips. First-aid kits are in each emergency backpack in each classroom.

Angel House provides written accident reports to parents/guardians when there are minor injuries, minor changes in health status, or behavior concerns.

Accidents resulting in serious injury or significant health change will be reported immediately to the parent/guardian. Critical injury will be reported to the Department of Human Services within 24 hours.

Emergency evacuation plans are posted by all exits. Emergency phone numbers for the fire department, poison control center and ambulance are posted by all phones. Children's emergency information is kept by the phone in a folder in each classroom.

STRANGULATION PREVENTION

Angel House limits the use of toys with cords, and only allows them for children who are three and older. Direct supervision is used for such toys. Our two years have all strings/cords cut off any pull-toy or other toy/material that might be in the room.

Dramatic play clothing and materials will be checked for safety. Direct supervision will be given in the dramatic play area.

Book bags with strings are not allowed. Pacifiers are not allowed in our building, especially those attached with strings or ribbons.

Any hooded jacket, sweatshirt, clothing, or coat will be checked for strings. Parents will be asked to remove the strings if they wish their child to wear the article of clothing.

Angel House does not use lanyards. If a staff member must use a lanyard for picture clues for a child, the lanyard will be the break-away type.

All windows in the classrooms have window blinds that are cordless. Any other window blinds have tie down devices to secure cords tightly.

FIELD TRIP POLICY

Enrollment forms contain a written authorization giving Angel House permission for field trips. Angel House does not own a van or bus. Therefore, guest speakers will be invited to our building to enhance our curriculum.

Should Angel House plan a field trip, Angel House will utilize a transportation service that is licensed and insured according to state law for any field trips.

If our children go on a local field trip, parents/guardians will have prior notification. Transportation consents and emergency medical/dental consents will be taken as well as a list of all the persons on the trip. Everyone will use age-appropriate safety restraints.

FIRE AND TORNADO DRILLS

In accordance with the State Fire Marshall regulations, fire and tornado drills are held monthly. Emergency procedures are reviewed with staff, in the classroom staff manual, and posted in each classroom.

EMERGENCY PROCEDURES

A Child Care Emergency Preparedness and Response Plan has been written and all staff are trained in the plan. A copy is in each classroom in the emergency backpack which is reviewed annually by staff.

If it becomes necessary to vacate Angel House, the staff and children will:

1. Walk to our closest neighbor, Catholic Charities, 1601 Military Road.
2. If Catholic Charities is not available, the staff and children will walk up the hill to Holy Spirit Nursing Home, 1701 W 25th Street.
3. If both Catholic Charities and Holy Spirit are unavailable due to an event in the neighborhood and we MUST vacate the area, the children will be moved via staff vehicles to Stella Sanford Center, 1724 Geneva St.
4. In case of major devastation to Sioux City (ex: tornado), the children will be driven by staff vehicles to Guardian Angels Preschool, 1391 1st St SE, Le Mars, IA 51031.

The emergency information and emergency backpacks containing first aid kits and supplies will accompany the children.

Parents/guardians will be notified as soon as the safe destination is reached.