

John F. Kennedy Catholic School
Our Lady of Victory Parish

2020-21

Guardian Angel
Preschool Handbook
4/5-Year-Olds



School and parish administrators have the authority to suspend and/or adjust the application of school policies and procedures in the event of an emergency, including situations related to a pandemic.

Updated July 2020

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Philosophy

The purpose of our preschool is to provide children with an opportunity for early childhood education in a Christian setting. Our goal is to give students an introduction to age appropriate academics, an opportunity to develop positive social skills with peers and adults, and an environment that supports children's developing the skills and confidence necessary for entering Kindergarten. We strive to ensure students grow socially, physically, intellectually, emotionally, creatively and spiritually. We always have the child's best interest as our top priority. Children arrive with different backgrounds, experiences, strengths and weaknesses, which we will use to encourage them to reach their full potential as students.

Equal Opportunity and Non-Discrimination Policy

Guardian Angel Preschool is committed to equal opportunities and does not discriminate on the basis of race, color, nation or ethnic origin, or sex in the education programs or activities which it operates. The Educational System Policy not to discriminate in educational programs and activities extends to both employment in, and admission to, such programs, activities and services. The preschool does not discriminate in the administration of its educational policies, employment policies, admission policies, scholarship programs, athletic and other school administered programs.

As a Catholic institution, Guardian Angel Preschool and John F. Kennedy Catholic School may have religious instruction as part of the overall educational program during the extended time period. If a family wishes to not have its child participate in religious activities, the family may notify the lead teacher so alternative activities or arrangements may be planned. State funding is not used to pay for religious instruction.

School Closing Policy

JFK and Guardian Angel Preschool run the same calendar schedule as the Davenport Community District Public Schools, with only minor exceptions. If the public schools are closed due to severe weather, the preschool will also be closed. On days that the public schools have delayed start, there will be no morning classes. If there are early outs due to weather conditions, there will be no afternoon preschool. Cancellations are released through School Messenger (text, voice mail, and email.) Snow days are often scheduled to be made up at the end of the school year, but in the event that this is not possible, no refunds will be made.

Four and Five Year Old Preschool Requirements

Children must be age 4 on Sept. 15th to qualify for the free four-year-old preschool. Children who are five years old on Sept. 15th may enroll under a tuition contract. The following requirements must be completed before your child begins their first day of school:

1. A completed student information sheet (provided at preschool round-up).
2. A copy of your child's most up-to-date immunization certificate signed and dated by the provider
3. Preschool registration fee, if applicable or Annual Additional Time Program Fee. There is no registration fee for 4 year olds. However, because our programs exceed the minimum number of hours funded by the state, there is an additional up-front fee for the additional time.
4. A signed tuition contract, even if qualifying for free tuition.

5. A current physical form for your student signed and dated by the provider.

Admissions and Inclusion Policy

John F. Kennedy School and our 4-year-old preschool program will make all reasonable efforts to enroll children with additional support needs. The decision to accept a child requiring additional supports, under the Americans with Disabilities Act, will be made by the principal with input from the staff. We will make reasonable accommodations to incorporate these children into our program, if at all possible. The basis of such a decision is whether the child will have the opportunity to be successful in the classroom environment, and whether or not the needs of the child can be met without fundamentally altering the nature of the program. Parents may be required to submit a prescribed treatment form accompanied by a letter from a health care professional explaining the child's condition and the responsibility that the center will have over the child.

Toileting Accommodations: The preschool teachers will work with children who may be experiencing set-backs in using the bathroom successfully while at school. A child is considered to be toilet-trained when he/she initiates going to the bathroom, can adjust clothing necessary to urinate or have a bowel movement, and is able to clean him/herself after using the bathroom. A meeting will be held with the parents/guardian of students needing support using the toilet to set goals for successful use of the toilet, and a plan will be designed to track progress toward the attainment of these goals. Toilet-training difficulties as related to a documented disability require a specific conversation with staff.

Limitation of accommodations may exist for children whose needs require facility modifications beyond the capability of the facility's resources. Specialized staff (including those with specialized medical/health backgrounds), additional staff, and one-to-one supervision of a particular child with a disability are also accommodations not required by ADA. Children who pose a direct threat – substantial risk of serious harm to the health and safety of others – may be excluded from the program regardless of disability.

Acceptance of Applicants

Students with siblings already enrolled at JFK Catholic School (K-8) have first priority of entry. The second priority is to participating parishioners. A participating parishioner must attend mass regularly, participate in parish activities, and help on parish projects. Participating members also help the parish financially by being an active steward with generous donations of time, talent, and treasure. After a "Closed Registration Period," openings will be made to the general public. Class size is limited to 20 students.

Children Requiring Special Accommodations

The preschool teachers and JFK principal will consider individual needs on an as needed basis under the Americans with Disabilities Act, when requested. Limitation of accommodations may exist for children whose needs require extreme facility modifications beyond the capability of the school's resources.

Fee Policy and Financial Agreements

At registration time, each family will be required to complete a student information sheet, present a copy of the child's immunization certificate, and submit a completed contract (3 and 5 year olds.) When completing the contract, parents are to choose the option by which they agree to pay tuition, if applicable. A registration fee (for 5 year olds) and the annual additional time program fee are paid on the day of registration. The student's place in the class will be secured upon receipt of these required payments and paperwork. Checks for registration and additional time fees are to be made out to Guardian Angel Preschool and are separate from JFK tuition payments. The contract is kept in the rectory office of Our Lady of Victory Parish located in the building next to the church on Division Street.

Programs And Times

Morning 4/5 year old M-F preschool with additional instructional time:

M-T-Th-F 7:25-10:25

Wednesday 7:25-9:55

Without additional instructional time:

M-T-Th-Th-F 7:25-9:25

Afternoon 4/5 year old M-F preschool with additional instructional time:

M-T-Th-F 11:40-2:40

Wednesday 11:10-1:40

Without additional instructional time:

M-T-Th-F 11:40-1:40

Wednesday 11:10-1:10

Please honor the arrival times and pick-up times listed above. Arrival and pick-up times ensure that teachers have enough preparation time for class and for the classroom to be adequately prepared for your children.

Student Absences, Late Arrivals, or Early Departures

If your child is going to be absent, arrive late or leave school early, please call the school office at 391-3030 and leave a message for the preschool staff. Students arriving late for class should be brought to the JFK school office by a parent or an adult from the approved contact list on the Student Information Sheet (filled out at registration.) A parent or an adult from the approved contact list is also required to pick up the student after class and sign the form indicating the pick-up was completed. An older sibling will not be allowed to pick up the younger sibling due to state licensing requirements. If there is an unfamiliar adult picking up your child, we will check the approved contact list as well as the adult's drivers' license before we release your child. If the adult is not on the approved contact list, we will NOT release your child to them. Your child will be taken to the office while parents/guardians are called for confirmation. You must notify the teacher of your child's class if there is any change to the approved contact list. These regulations are made for the safety of your child, so please help to keep these regulations running smoothly and safely.

Custody Notifications/Orders Of Protection

If there is a specific person with whom your child should not have contact due to a legal matter such as a custody issue, a divorce decree, or an order of protection, please provide Guardian Angel Preschool with a copy of the appropriate legal documentation. **Biological and/or non-custodial parents have contact rights to their children which cannot be denied by the school/childcare provider without the proper legal documentation. Non-custodial parents for whom parental rights have not been terminated may still have the legal right to remove the child from school.** However, you may ask to receive a phone call prior to our releasing of the child to a non-custodial parent.

Appropriate Clothing/Dress for Preschool

A uniform is not required, but comfortable clothing is suggested. An example would be comfortable play clothes that may get dirty from art activities, snack, or outdoor play. Girls wearing dresses or skirts should wear shorts or leggings underneath. For safety in the play area and in the classroom, please do not send your child in flip-flops, slip-on shoes with no backs, long skirts and dresses, or jewelry of any kind. (Small post earrings are not a safety issue.)

Behavior Management Plan

A Behavior Management Plan is a process of teaching, guiding, and nurturing students to assist them accepting responsibility for their behavior and actions. The Guardian Angel Preschool uses positive methods of behavior management, which encourages self-direction, self-esteem, socialization and cooperation. These include redirection, reinforcement, setting fair as well as age appropriate limits, letting students experience consequences of their behavior, offering choices, positive role-modeling and instructing students on how to demonstrate their feelings appropriately. Removing a student from situation to take a break may occur as the result of behavior management. Taking a break or time away from classmates is used when all other interventions have been tried and proved to be ineffective. Time away may also be used in situations where the child causes physical harm to themselves, classmates or staff. Classroom rules are age appropriate, clearly displayed in the classroom and are enforced with all students. No corporal punishment is allowed at any time. Withholding snack as a measure of discipline is not an acceptable practice for preschool staff. Notes, emails, daily notebook/behavior plan or phone calls may be utilized to communicate with parents about their child's behavior. Steps included in the Dismissal Policy will be followed if the situation is not readily resolved after several attempts.

Dismissal Policy

Dismissal from the program may occur with the following situations:

- If a child is consistently exhibiting disruptive or dangerous behaviors toward themselves, classmates or staff members.
- If the student does not seem ready for preschool setting.
- The family fails to support the classroom policies.
- Tuition payments are consistently unpaid.

Upon suggestion or question of discharge, the parents will be invited for a parent-teacher-administrator conference to discuss the situation. A written summary will be made by the teacher and signed by the parent/guardian and staff present. A copy of this summary will be given to the parents. A mutually agreed upon follow-up meeting will be arranged subsequent to

the first meeting. We will work with families to determine the most appropriate arrangements. In some cases, dismissal from preschool may be considered the most appropriate arrangement for the student. If at any time the parent does not feel the program is meeting the needs of the child, they are encouraged to contact the teacher/director for a conference.

Curriculum

The Guardian Angel Preschool's curriculum goal is to give students an introduction to age appropriate academics, an opportunity to develop positive social skills with peers and adults, and to instill in your child the confidence and skills they will need when continuing their education. We use the seven domains of learning: Math, Science, Social Development, Language-Literacy, Arts, Physical Development and Social Studies to develop a curriculum that is geared towards your child's age, interest and skill level. To further enhance these seven domains, we use Macmillan/McGraw Hill's *World of Wonders (WOW)* language arts curriculum with the Davenport Community School District. This current reading program not only covers reading skills, but also includes writing, math, science, social studies and music skills. We supplement the *WOW* social emotional lesson component with a violence prevention program entitled *Second Step*. This curriculum covers empathy training, emotion management, problem solving and social information processing for preschoolers. We also have a math curriculum, *Everyday Mathematics* by McGraw Hill, which focuses on active experimentation, direct, hands-on experiences, problem solving, and social interactions. Curriculum is subject to change by JFK and the DCSD.

Technology

Guardian Angel Preschool has limited the use of passive media such as television, film, videotapes, and audiotapes. The use of these materials is limited only to developmentally appropriate programming. Parents will be asked to sign an Internet Acceptable Use policy form at the beginning of the school year. Our students have access to tablets, which students use for educational purposes.

Conferences and Assessments

Individual parent informational meetings will be scheduled before the school year begins for all 4/5 year olds in the state-funded preschool program. Parent-teacher conferences are scheduled two times yearly as well.

Those students who are enrolled in the four year old state-funded preschool program will be assessed using the Teaching Strategies GOLD®. These assessments will be implemented and documented through the secure state on-line portal throughout the year with three major checkpoints: fall, winter, and spring. Students are assessed in fall and spring with the *Growing with Mathematics for Pre-K* curriculum assessment. 5 year old students, whose preschool programming is not funded by the state, may have similar assessments throughout the year. All preschool assessments are performed by the staff in the classroom. Assessment results are kept in secured areas and only accessible by authorized individuals. Assessment plans are subject to change.

Field Trip and Transportation Policies

Guardian Angel Preschool does not transport students enrolled in our preschool programs to field trips while they are in our care. The preschool students who attend our programs are fully engaged in experiential learning activities while in attendance during the school's regular hours of operation. However, in medical emergencies, injured children will be transported to hospital by ambulance.

Child Care Services

- Registration for childcare services is \$25.00 per child.
- **Morning preschool students** may attend JFK's Before School child care program which runs from 7:00-7:25a.m. It is held in the ECLC classroom. Before School Care is billed per quarter or on a per diem basis with advanced notice (based on available space.)
- **Afternoon preschool students** may attend JFK's After School child care program for additional fees billed in 15 minute increments. It is held in the ECLC classroom. After School Care is billed every other week.
- All childcare services require the establishment of a child care account with the school.

Drop off and Pick Up Procedures

Drop Off

- Before classes, adults should line up with preschoolers in the area nearest **Door 3W** in the safety zone between the traffic barriers and the south end of the school building.
- At the beginning of class time, staff members will come outside to greet the students and bring them into the building.
- Students/parents arriving after the other students have entered the building will need to enter through the school office at the front of the building (**Door 1N** facing 42nd St.) and sign-in as a visitor to the building.
- If the weather is not favorable or the wind chill is below 20 degrees, please do not arrive too early as we would not want you to be waiting outside in bad weather.

Preschoolers Attending Before School Care – Morning PS Only

- Preschool students registered for Before School Care can enter through Door 3W any time between 7:00-7:25am.
- A person on the approved contact list must sign the child into childcare.
- Childcare staff members will assume responsibility to take the preschoolers to their classrooms at the start of class each morning.

Pick Up

- At dismissal times, adults should wait outside **Door 3W** at the south entrance of the building.
- Students will be brought outdoors by staff members, and an **adult from the approved contact list is required to sign a form indicating the pick-up was completed.**
- Please contact your child's teacher before the end of class if changing the person who normally picks up your child or to make a change to the approved pick up list.

- If an unfamiliar adult arrives to pick up your child, we will check the approved contact list as well as the adult's drivers' license for identity purposes. Your child will be taken to the school office while parents/guardians are called for confirmation that this is a person you designated to pick up before we release your child.
- Students who are leaving class early or not picked up on time will be released from the school office (**Door 1N** facing 42nd St.).
- Older siblings from JFK School are not permitted to pick up students and sign the form.

You may be tempted to leave younger children in the car when you come to the school to drop off or pick up your preschool student. Children cannot be left in cars unattended at any time. We are mandatory reporters of child abuse/neglect and would have to report this to DHS.

Student Transportation

Parents must arrange their child's transportation to and from preschool. Adherence to drop-off and pick up times is required. Parents are responsible for providing the preschool with names, relationships, and phone numbers of the persons authorized to pick up their child from preschool. Only adults listed on this information sheet will be allowed to pick up your child. If there are any changes to your drop-off or pick-up procedures, the teacher must be notified prior to the end of class on the day of the change.

As a reminder, the **Iowa Department of Transportation** mandates the following:

1. A child under one year of age and weighing less than 20 pounds must be secured in a rear-facing child restraint system.
2. A child under six years of age who does not meet the description in #1 must be secured by a child restraint system.

All child restraint systems must be used in accordance with the manufacturer's instructions. Safety seats must meet federal motor vehicle safety standards and must be used properly. This information may be found in the Iowa Department of Transportation Iowa Driver's Manual.

Nutrition Policy

A nutritious snack is provided each day for students in accordance to the USDA Child and Adult Care Food Program (CACFP) See the appendix of this handbook for information on credible snack foods. If a child is not able to eat a particular food due to an allergy or other reasons, the preschool teacher must receive that information in writing prior to the child's first day of attendance. Parents will be asked to complete a Diet Modification document signed by a the primary care provider if alternate foods (including milk) must be provided, and the parent may be asked to provide credible snacks for the child that can be stored at the preschool and used when needed. Due to the increased number of severe peanut allergies, peanut-related products will not be distributed as snacks.

Birthday Parties/Birthday Treats

Please let us know if you would like to bring a **non-edible birthday treat** to class for your child's birthday. Examples would include pencils, stickers, or small party favors.

If you are planning a birthday party for your child, only send invitations through school if all children are invited so we will not have any hurt feelings. The classroom teachers will be able to supply you with a class list of children's names.

Health Records Policy

See Form in Appendix

For admission to the preschool program, each child must have an up-to-date physical (not over 12 months since the date of the exam) completed by the primary care health care provider and an up-to-date immunization card on file at school. The written report from the physician shall include past health history, status of current health, allergies, medication, acute or chronic conditions, and recommendations for continued care when necessary. Students are also required to have a **Student Information Form with Emergency Medical Consent**. Insurance information and written consent for the preschool to obtain medical care in the event of an emergency are included on this form. It is the parent's responsibility to annually update immunizations, physical and health record information and to inform the preschool of any medical information changes during the year.

Handwashing

In order to prevent or minimize the transmission of illness or disease, students and adults must wash their hands at the following times:

1. Upon arrival into the classroom.
2. Immediately before eating or participating in any food service activity.
3. After using the restroom or handling bodily fluids.
4. After playing in water shared by two or more people.
5. After handling pets*, other animals*, or other materials such as sand, dirt, or surfaces that might be contaminated by contact with animals.
6. When moving from different classrooms.
7. Before and after medication administration.
8. After handling garbage or cleaning.

Staff members also must wear gloves when contact with bodily fluids might be possible.

*Students' and/or families' pets are prohibited from the classroom.

Sick Child Policy

Students are to be kept at home if the following occur:

- -If your child has a fever in the last 24 hours. (Temperature of 100.4 or higher)
- -If your child has vomited in the last 24 hours.
- -If you child has a communicable disease such as chicken pox, pink eye, live head lice, ringworm, scabies, strep throat, or any other symptoms that may be indications that the child is ill.

When the school is notified by the Scott County Health Department of a contagious disease, the teacher will send exposure information to all families. If a student becomes sick at school, the

teacher will notify the parents/guardians to come and take the student home. A preschool teacher or other staff member will watch over the child, providing assistance if necessary, until the parent arrives. A child may return to preschool after he/she has stopped vomiting or is fever free for at least 24 hours, has been on antibiotics for 24 hours, or the physician has indicated that the child is no longer contagious.

Outdoor Play – Protection from the Elements

See Form in Appendix

To protect against cold, heat, sun injury, and insect-borne disease, the program ensures that:

- Children wear clothing that is light-weight for warm weather and layered for cold weather.
- Children have the opportunity to play in the shade.
When in the sun, they wear sun-protective clothing, applied skin protection, or both. Applied skin protection is either sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher. It will be applied to exposed skin with written parental permission only.
- When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET are recommended. Staff will apply this insect repellent (when accessing the outdoor play area with children) no more than once a day and only with parental permission.

Injured Child Policy – Minor and Severe

A first aid kit is easily accessible in the preschool classrooms. The kit is sufficient to address first aide related to minor injury or trauma. It is taken with the students when they leave the building for outdoor play.

In the case of a more severe situation, staff may administer first aide to an injured student within the scope of his/her training. Another staff member will either call the student's health care provider or 911, based on the severity of the injury. Parents will be contacted immediately. An ill or injured student will be transported to the doctor or hospital by ambulance service or by the parent unless parents give instructions otherwise. If the child is transported by ambulance service, a staff person will bring the child's file with the Parental Medical Emergency Consent form and any other emergency information files and accompany the child to the hospital. JFK staff or personnel will be called into the preschool classroom to maintain the classroom staff-child ratio during a staff member's absence.

Policy for School Medication Administration

Some students may need prescription and/or nonprescription medication administered while attending preschool. A student's parent or guardian (hereafter "parent") must provide a signed and dated written statement requesting medication administration. The medication is to be brought to school in the original labeled container. Long-term medication situations may necessitate the development of an Individual Health Plan (IHP) written by a licensed health

professional and the student's parent. This IHP will be kept on file requesting co-administration of medication by qualified staff members when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician. Persons administering medication shall include a licensed registered nurse, parent, physician, and staff members who have successfully completed a medication administration course conducted by the Scott County registered nurse assigned to Guardian Angel Preschool.

School Medication Administration Guidelines

See Form in Appendix

Qualified designated personnel may administer medication with the following conditions:

1. The legal prescriber's directions are on the prescription or non-prescription label specify the student, medication dosage, administration instructions, and date.
2. Parents' written authorization. A parental signed, dated, statement on file at school authorizing medication administration in accord with the prescription or non-prescription medication instructions. The authorization includes a statement on side effects experienced, possible side effects, individual instructions, permission to contact the prescriber as needed, and permission to share medication information with appropriate school personnel.
3. Medication administration authorizations are renewed monthly and updated immediately as changes occur. A school nurse and/or school employee may accept a faxed parent or health provider signature requesting medication administration or any change in medication administration as long as the nurse or employee does not question the authenticity of the signature.
4. The parent will safely deliver the medication to and from school, and the parent will be notified when more medication is needed.
5. The labeled medicine is in the original container with the original label as dispensed or the manufacturer's label. The parent provides the labeled medication and supplies.
6. Ongoing communication among the individuals administering medication.
7. Maintain a record of administration.
8. Store medication in a secure area or as authorized.
9. Advise the parent or guardian at the completion of medication administration to arrange for safe delivery of all unused medication back to the home. Return all unused medication to the parent or guardian by the method he/she arranges. If medication is still at the school 14 days after the end of the school year due to the parent or guardian not making the necessary arrangements, the medication may be discarded by school staff.
10. **ASTHMA:** Iowa law requires school districts to allow students with asthma or other airway constricting disease to carry and self-administer their medication as long as the parents and prescribing physician approve. Students do not have to prove competency to the school district. School districts that determine students are abusing their self-administration can either withdraw the self-administration or discipline the student. In order for a student to self-administer asthma or medication for an airway constricting disease:
 - a. Parent/guardian provides signed, dated authorization for student medication self-administration.

Primary care physician provides written authorization containing purpose of the medication, prescribed dosage, times or special circumstances under which the medication is to be administered.

- b. The medication is in the original container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
- c. Authorization is renewed monthly. If any changes occur in the medication, dosage or time of administration, the parent is to immediately notify school officials and the authorization shall be reviewed as soon as practical.

The school and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication by the student. The parent or guardian of the student shall sign a statement acknowledging that the school and its employees are to incur no liability, except for gross negligence, as a result of self-administration of medication by the student as established by Iowa Code 280.16.

No Smoking/Tobacco Free Campus

No smoking is allowed in any building used for education purposes, and the campus is tobacco free. Consequently, smoking is prohibited in child play areas and in any areas that may be used for students when the students are on campus.

Safety Procedures

Preschool staff members are certified in Pediatric First Aid, CPR and AED, Medication Distribution, and Universal Precautions. Staff/child ratios will remain 1 to 10 for four and five year olds. Incidents involving a student, including minor injuries, changes in health status or behavioral concerns will be reported to the parent the day of the incident. A written report shall be provided to the parent or persons authorized to pick up child from school. The staff member who observed the incident will prepare the written report and a copy will be retained in the child's file.

Substitute Requirements

On occasion, substitute teachers may be utilized in the place of the regularly assigned teacher or aide. All substitutes shall sign a statement indicating if they do or do not have one of the following:

1. A conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state.
2. A communicable disease or other health concerns that could pose a threat to the health, safety, or well-being of the child.

A substitute who is included in the staff ratio count needs to have a completed criminal record check, certification as a mandatory reporter of child abuse, training in handling blood borne pathogens (universal precautions.) A substitute must also have completed the diocesan Protecting God's Children training in order to work with children.

Non-Use of Volunteers in Preschool

Employees working in the preschool program of John F. Kennedy Catholic School meet all necessary training and certification requirements. These employees will be subjected to

thorough background checks that will include, but not be limited to: state criminal record checks, child abuse and neglect registry checks, and sex offender registry checks. These background checks will be renewed every 2 years. A federal background check will be performed every 4 years. In addition, preschool employees have completed training and are certified as mandatory reporters in the state of Iowa and hold current certification in Pediatric First Aid-CPR-AED. Due to the trainings and certifications necessary for employment – including substitute employees – volunteer-types of employees are not utilized in JFK preschool classes.

Reporting of Child Abuse

Each staff member is a mandatory reporter of suspected child abuse. A minimum of two hours training relating to the identification and reporting of child abuse pursuant to Iowa code 233.69 is to be completed within six months of employment and every five years. By law, staff has to report any signs of abuse to the Iowa Department of Human Services.

Emergency Operations Plan

The administration of John F. Kennedy Catholic school, in conjunction with the faculty and staff, have provided an emergency operations plans for the following emergency procedures:

Naturally Occurring

- Pandemic or Disease

- Serious Illness/Injury, Multiple Injuries, Death

- Tornado/Severe Weather (Terrorism/Bombing Outside Building)

- Fire (Bomb Detonation Inside Building)

- Earthquake

- Animal Disturbance

Events Involving Hazardous Materials

- Hazardous Materials and/or Gas Leak

- Biological Hazard

Human Related

- Threat of Harm to Another Person

- Suicidal Person

- Possession of a Firearm or Other Weapon

- Hostage Situation

- Active Shooter/Active Attacker

- Bomb Threat

- Unapproved Person Attempting to Pick Up Child

- Intoxicated Parent or Visitor Attempting to Pick Up Child

- Lost or Abducted Child

Technological

- Power Outage, Loss of Water/Sewer System

- Other Technological Incident

These plans are located in the Principal's office and in each preschool classroom. Inclement weather and fire drills for preschoolers are conducted with JFK throughout the school year.

Educational Service Agencies

Diocese of Davenport Office of the Superintendent:

1. Provides supervision of the school.
2. Keeps records and files to coordinate reports to State, Federal, and local agencies.
3. Provides information, gives directives, and administers Diocesan school policy.
4. Provides in-service.

Iowa Department of Education:

1. Administers State and Federal policy.
2. Provides teacher certification information and supervision

Federal Programs:

1. Chapter programs may provide material and equipment.
2. Hot lunch program.

Assumption High School:

1. Sports
2. Fine Arts
3. High School Orientation
4. Academic Honors Programs

St. Ambrose University:

1. Student teachers/Practicum teachers
2. Curriculum assistance

Davenport Community School District:

1. Transportation
2. Some educational services may be available for individual students under dual enrollment arrangements.

Mississippi Bend Area Education Agency:

1. Speech therapy
2. Hearing testing/consulting
3. School Psychologist
4. Audiovisual needs
5. Curriculum Assistance
6. In-service Workshop
7. Printing

In addition, the Iowa Catholic Conferences, NCEA, and Iowa Association of Non-Public Schools are among the many organizations providing information, in-services, and legislative lobbies.

If you have any questions about our policies, please contact a pre-school teacher or the principal at 563-391-3030.

Supplies

We have most of the supplies that your child will need at school. You will only need to send the following items:

1. 1 backpack- large enough to hold folders, papers and projects. (no wheels please)
2. An extra change of **climate-appropriate** clothing labeled with your child's name in a Ziploc bag.

Please make sure your child's name is on the outside of the backpack, and on the Ziploc bag containing the change of clothes.

Iowa Child and Adult Care Food Program Child Meal Patterns

SNACK MEAL PATTERN (Select 2 of the 5 components listed)

Milk	½ cup	½ cup	1 cup
Meat and Meat Alternates	½ ounce	½ ounce	1 ounce
Vegetables	½ cup	½ cup	¾ cup
Fruit	½ cup	½ cup	¾ cup
Grains	½ oz eq	½ oz eq	1 oz eq

LUNCH OR SUPPER MEAL PATTERNS

Milk	½ cup	¾ cup	1 cup
Meat and Meat Alternates	1 ounce	1½ ounces	2 ounces
Vegetables	1/8 cup	¼ cup	½ cup
Fruit	1/8 cup	¼ cup	½ cup
Grains	½ oz eq	½ oz eq	1 oz eq

ALL SERVING SIZES ARE MINIMUM QUANTITIES OF THE FOOD COMPONENTS THAT ARE REQUIRED TO BE SERVED. Children may be served larger portions based on their individual food needs.

Juices must be full strength 100% juice. Juice is limited to once per day. For snack, juice cannot be served when milk is the only other component. Juice may contribute up to half the fruit/vegetable at lunch.

Use whole grain, enriched or fortified breads, cereals, or pasta.

See the Handy Guide to Creditable Foods List for amounts at:

<http://www.extension.iastate.edu/sites/www.extension.iastate.edu/files/union/CACFPCreditableFoodsListSeptember2011.pdf>

Children under five should not be served nuts or seeds.

Unflavored whole milk must be served to 1 year olds; unflavored low-fat or fat-free milk must be served to children 2 through 5 years old; and unflavored low-fat, unflavored fat-free, or flavored fat-free milk must be served to children 6 years old.

Water must be available upon request to children throughout the day and at mealtime. Water does not fulfill any meal component and should not replace any required food.

CACFP guidelines are available online at:

http://www.fns.usda.gov/sites/default/files/cacfp/CACFP_childadultmealstandards.pdf

Diet Modification Request Form

Description: The United States Department of Agriculture (USDA) reimburses home day care providers, child and adult care centers, summer food service sponsors, schools, residential child care institutions, preschools, and Head Start for meals served to participants that meet USDA requirements. The Child Nutrition Program participating home provider or organization is listed below for meals served in their program. If a participant needs to avoid specific foods for a medical reason, a prescribing licensed medical professional must document the diet modifications and sign this form.

Please complete this form and return to your organization or provider: John F. Kennedy School

Participant's Name: _____ Birth Date: _____ Grade: **4-Y-O PS**

Parent/Guardian: _____

1) Does the participant have a disability? <input type="checkbox"/> No <input type="checkbox"/> Yes (identify)	
If yes, describe the major life activity or functions affected by the disability (see link for definitions of disability http://www.eeoc.gov/laws/statutes/adaaa_info.cfm)	
If yes, explain why the disability restricts the participant's diet:	
If no , identify the medical condition that does not rise to the level of a disability:	
2) Food(s) or Formula to Omit:	Food(s) or Formula to Substitute:
3) Texture modifications:	
The back of this form includes additional descriptions <input type="checkbox"/> No <input type="checkbox"/> Yes	

Licensed prescribing medical professional*: _____

Name (Print or Type)

Title

*In Iowa licensed prescribing medical professionals include Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), Physician's Assistant (PA), or Advanced Registered Nurse Practitioner (ARNP).

Signature of medical professional

Date

If the participant has a disability, the provider must offer to supply the food substitutions unless doing so would be a documented financial hardship. If the participant does not have a disability, the provider is not required to supply the food substitutions.

The parent/guardian may request a nutritionally equivalent substitute for fluid milk without medical professional direction. This site chooses to offer this nutritionally-equivalent product: **Lactaid or Silk Almond Milk**. Check here if you would like to request a substitute milk listed in place of fluid milk and list the reason for the request. _____

USDA allows a parent/guardian to supply substitute foods. Check here if you wish to provide the substitute foods:

Parent/Guardian signature: _____ Date: _____

(To document choices and for permission to release information)

Check the box in front of food groups that should NOT be served and list the foods to be served instead.

<p>Lactose/milk – Do not serve the items checked below:</p> <p><input type="checkbox"/> Fluid milk as a beverage or on cereal? ¼ cup of fluid milk to be used on cereal? __yes __no</p> <p><input type="checkbox"/> Milk based desserts such as ice cream and pudding</p> <p><input type="checkbox"/> Hot entrees with cheese as a prime ingredient such as grilled cheese, cheese pizza, or macaroni & cheese</p> <p><input type="checkbox"/> Cheese baked in products such as a casserole or on meat pizza</p> <p><input type="checkbox"/> Cold cheese such as string cheese or sliced cheese on a sandwich</p> <p><input type="checkbox"/> Milk in food products such as breads, mashed potatoes, cookies or graham crackers</p>	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Soy - Do not serve the items checked below:</p> <p><input type="checkbox"/> Protein products extended with soy</p> <p><input type="checkbox"/> Processed items cooked in soy oil</p> <p><input type="checkbox"/> Food products with soy as one of the first three ingredients</p> <p><input type="checkbox"/> Food products with soy listed as the fourth ingredient or further down the list</p>	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Egg - Do not serve the items checked below:</p> <p><input type="checkbox"/> Cooked eggs such as scrambled eggs or hard cooked eggs served hot or cold</p> <p><input type="checkbox"/> Eggs used in breading or coating of products</p> <p><input type="checkbox"/> Baked products with eggs such as breads or desserts</p>	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Seafood – Do not serve the items checked below:</p> <p><input type="checkbox"/> Fish</p> <p><input type="checkbox"/> Shrimp</p> <p><input type="checkbox"/> Crab</p> <p><input type="checkbox"/> Oysters</p> <p><input type="checkbox"/> Other: _____</p>	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Peanuts – Do not serve the items checked below:</p> <p><input type="checkbox"/> Peanuts, individually or as an ingredient</p> <p><input type="checkbox"/> Foods containing peanut oil</p> <p><input type="checkbox"/> Foods items identified as manufactured in a plant that also handles peanuts</p>	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Tree nuts – Do not serve the items checked below:</p> <p><input type="checkbox"/> All nuts</p> <p><input type="checkbox"/> Food items identified as manufactured in a plant that also handles nuts</p> <p><input type="checkbox"/> Other: _____</p>	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Wheat – Do not serve the items checked below:</p> <p><input type="checkbox"/> Foods containing wheat</p> <p><input type="checkbox"/> Foods containing gluten</p> <p><input type="checkbox"/> Other: _____</p>	<p>SERVE THESE ITEMS INSTEAD:</p>

Preschool Permissions Form

PHOTO PERMISSION – PLEASE SELECT ONE RESPONSE

Photographs may be used for brochures, yearbooks, class websites, end of year slide shows, and/or school displays.

I do give my permission for photographs to be taken while participating in classroom activities and school programs at Guardian Angel Preschool

I do not give my permission for photographs to be taken while participating in classroom activities and school programs at Guardian Angel Preschool.

INSECT REPELLENT/SUNSCREEN APPLICATION PERMISSION – PLEASE SELECT ONE RESPONSE

- Children have the opportunity to play in the shade. When in the sun, they may wear sun-protective clothing and/or have skin protection applied. Applied skin protection will be sunscreen with sun block with UVB and UVA protection of SPF 15 or higher that is applied to exposed skin (only with parental permission to do so.)
- When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET are recommended. Staff will apply this insect repellent (when using the outdoor play area) no more than once a day (only with parental permission to do so.)

I do give my permission for staff to apply insect repellent/sunscreen if needed while in attendance at Guardian Angel Preschool should the above described conditions exist.

I do not give my permission for staff to apply insect repellent/sunscreen as needed while in attendance at Guardian Angel Preschool should the above described conditions exist .

Please notify the preschool staff if your child has any sensitivity to insect repellents or sunscreen. You will be required to provide these items to meet your child's individual needs if your child has a sensitivity.

ACKNOWLEDGEMENT OF HANDBOOK AND POLICIES

I verify that I have received and read a copy of the current Guardian Angel Preschool Handbook, and I fully understand the policies outlined in this document. I agree to adhere to all the preschool's policies while my child is enrolled. I understand that staff members will take reasonable actions to ensure the safety of my child while under their care.

By signing below, I agree not to hold the staff, school, or parish legally or financially liable for any accidents or emergencies that may occur while my child is in the care of Guardian Angel Preschool.

PARENT/GUARDIAN SIGNATURE AND DATE

Signature

Printed name

Date