

John F. Kennedy Catholic School
Our Lady of Victory Parish

JFK CHILD CARE SERVICES HANDBOOK

2023-24



Early Childhood Learning Center (ECLC)

3-Year-Old PS

PS Before and After School Care

JFK After School Care

www.olvjfk.com

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.

WELCOME – PURPOSE AND GOALS

Thank you for choosing JFK's Child Care Services. We look forward to caring for your children. Our main purpose is to provide a safe and stimulating environment for children while meeting the child care needs of our families. We provide a variety of child care services that are available throughout the year. Giving the best care to your child is our main priority.

The goal of the ECLC is to provide preschool-aged children with a stimulating environment using a variety of hands-on learning. The objectives of the curriculum are designed as extensions of what is currently being used in our preschool classrooms. This curriculum includes themes with age-appropriate activities. Our program will give children an opportunity to grow socially, physically, intellectually, emotionally, creatively and spiritually. ECLC services are available throughout the school year for 3-5 year old children.

Before School Care is offered for **morning preschool students** who must arrive earlier than the normal school start time. **After School Care** for 3 year old preschool students is available from 9:55 – 10:25 on Monday, Tuesday, Thursday, and Friday. After School Care for **afternoon 4 year old preschool students and Kindergarten - 12 year old students** who must stay later than the normal school day's hours. These two programs are available throughout the school year on regular school attendance days.

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EARLY CHILDHOOD LEARNING CENTER – ECLC

ENROLLMENT REQUIREMENTS

Children must be 3 years old by September 15 to enroll and cannot attend until they have celebrated their 3rd birthday (in the event that the birthday falls between the first day of school and September 15th.) Children must be able to use the toilet independently in a consistent manner.

HOURS OF OPERATION

The Early Childhood Learning Center (ECLC) is open 7:00 a.m. to 5:30 p.m. Monday through Friday. The ECLC does NOT follow the school's calendar. It is often open on days when JFK and our 3-year old preschool are closed, and ECLC staff will notify families when these types of days occur.

However, the **ECLC is closed in observance of the following holidays:**

- Labor Day and Memorial Day
- Thanksgiving Day and the Friday after Thanksgiving
- During the last two weeks of December:
 - Two days for the celebration of Christmas
 - Two days for the celebration of the New Year
- Good Friday and Easter Monday

EMERGENCY CLOSINGS

Emergency closings of the ECLC center may occur due to extreme weather conditions, loss of electricity or water to the building, or an inability to maintain the student-to-staff ratio at the center adequately due to staff illness. In the event of an emergency closing, notification will take place through School Messenger (text, voice mail, and email.) You may also receive a notification phone call from ECLC staff.

DROP OFF AND PICK UP

Parents must arrange their child's transportation to and from all child care services. If you have an emergency arise and are not able to arrive by 5:30 p.m., please contact the center as soon as possible. Call the school at 391-3030. After 3:30pm, listen to the automated message and select the option for ECLC.

A person from the approved contact list on the Student Information Sheet (filled out at registration) must bring the child all the way into the ECLC classroom and sign the child into the program. A person from the approved contact list is also required to pick up the child and sign the child out of the ECLC. 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 to them. It is the parent's responsibility to notify the ECLC if there is any change to the approved contact list and/or who is authorized to pick up your child.

You may be tempted to leave younger children in the car when you come into the center to drop off or pick up a child in our care. 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.

CURRICULUM AND TECHNOLOGY USE

The ECLC provides educational programming that compliments and supplements the curriculum in the JFK pre-school classrooms. Students have the opportunity to further their academic growth and develop their positive social skills. The ECLC staff is familiar with and supports the use of a pre-school curriculum that focuses on seven domains of learning: Math, Science, Social Development, Language-Literacy, Arts, Physical Development and Social Studies. Students have access to learning centers which supply hands-on activities in reading, math, and fine motor development, to name a few. The ECLC may also utilize an inter-active whiteboard to stream songs, stories, and activities providing learning opportunities which may be available via the internet.

TRANSPORTATION TO FIELD TRIPS AND NON-CENTER ACTIVITIES

JFK Child Care Services does not transport students enrolled in our child care programs to field trips or non-center activities while they are in our care. The preschoolers who attend our ECLC child care services are fully engaged in experiential learning activities while in attendance during the center's regular hours of operation.

REST TIME

Each afternoon, a rest (nap) time students is provided **for all 3-year-olds and others by request** for approximately 90 minutes. The children are not required to sleep but to lie quietly, and, usually, they will sleep for all or a portion of the rest time. Children will be resting on cots, and bedding, sheets, and blankets will be provided by ECLC. Students will wear their shoes while napping in the event of an emergency evacuation of the building. Students who are developmentally beyond a "daily nap" will be participating in quiet time activities in the center for 15-30 minutes for their rest time.

ECLC SUPPLY LIST

Supply lists are made available during the Back to School registration event held in late July.

DO NOT SEND PILLOWS, BLANKETS, SHEETS, OR STUFFED ANIMALS WITH YOUR CHILD.

These are not allowed as we are not be able to keep these items from becoming contaminated and potentially infectious to your child or other children in the center.

TERMINATION OF ECLC CHILD CARE

The contract that is signed with the ECLC is an approximately 40 week contract, and payment is expected for all 40 continuous weeks, regardless of your child's actual attendance. **This includes the weeks of Thanksgiving, Christmas, New Year, and spring break.** (The weekly payment reserves the spot for your child.) Childcare will be terminated if you breach the payment terms of your contract.

If you choose to discontinue our program, four weeks advance written notice is required. If you fail to provide us with this advance written notice, you will be responsible for four weeks of payments from the time of notification. Exceptions may be made for an unexpected change in employment status or if the family finds a replacement to take the child's spot.

JFK may cancel services with one-day notice for non-compliance with its policies or rules or if the child is a danger to him/herself or others. The policies and rules of JFK School apply to the ECLC and all JFK Child Care programs and are to be complied with and by all children and parents/guardians.

3-YEAR-OLD PRESCHOOL

Our 3-year-old preschool provides 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 opportunity for your child to grow in confidence and skills necessary for entering Kindergarten. We work to ensure students grow socially, physically, intellectually, emotionally, creatively and spiritually. We are here to serve our students, our families and to address their needs. We always have the best interest of our students and their families as our top priority. Every student arrives with different backgrounds, experiences, strengths and talents which we utilize to develop their full potential.

ATTENDANCE REQUIREMENTS

Children must be 3 years old by September 15 to enroll and cannot attend until they have celebrated their 3rd birthday (in the event that the birthday falls between the first day of school and September 15th.) Children must be able to use the toilet independently in a consistent manner.

HOURS OF OPERATION

3-year-old preschool meets from 7:25-9:55am. We offer a Monday-Wednesday-Friday session and a Tuesday-Thursday session throughout the regular school year. 3-year-old preschool does not meet when JFK School is closed. The monthly calendar on the school's website and your child's teacher will keep you informed of these closing dates.

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.

3-YEAR-OLD PS SUPPLY LIST

Supply lists are posted to JFK's website located under the heading "Preschool".

LOCATION

3 year old preschool is held in the ECLC classroom located at the south end of the building, and the entrance is accessible from the parking lot.

DROP OFF AND PICK UP

Parents must arrange their child's transportation to and from all child care services.

An person from the approved contact list on the Student Information Sheet (filled out at registration) must bring the child to the door and sign the child into the classroom. A person from the approved contact list is also required to pick up the child after school and sign the child out of preschool. If there is an unfamiliar person picking up your child, we will check the approved contact list as well as the adult's drivers' license before we release your child to them. It is the parent's responsibility to notify the preschool teachers if there is any change to the approved contact list and/or who is authorized to pick up your child.

PRESCHOOL BEFORE SCHOOL CARE

HOURS OF OPERATION

The hours for Before School Care for preschool students are **7:00 – 7:25am**.

ENROLLMENT

Enrollment is open for all registered morning preschool students. Parents are to complete an application for either quarterly or Per Diem usage of this child care service at the time of registration.

LOCATION

Preschool students: Before School Care is held in the ECLC classroom. Preschool staff will pick up the students from the ECLC classroom at 7:25am.

DROP OFF PROCEDURES

Preschool age students: A person from the approved contact list on the Before Care Registration form must bring the child into the ECLC classroom and sign the child into the program. The ECLC classroom occupies the space on the southwest end of the school building and the entrance (DOOR 4W) is accessible from the southwest section of the parking lot.

AFTER SCHOOL CARE- AFTERNOON PRESCHOOL AND SCHOOL-AGE

HOURS OF OPERATION

Hours for After School Care are 2:40 – 5:30pm throughout the regular school year except on Wednesdays when care is provided from 1:40p.m. – 5:30pm. The After School Care program follows the school calendar and will provide childcare early dismissal days in the school calendar. After School Care will be available on “early-out” days if school is closed early due to extreme heat or snow. However, if the Davenport School District announces that it is canceling after school and/or evening activities due to expected inclement weather, parents should try to pick up their children as soon as possible due to the anticipation of unsafe travel conditions. Parents will be notified of any other changes in the schedule as well.

ENROLLMENT

Enrollment is open for all registered preschool students and JFK students through 12 years of age. To register a child for the After School Care program, please complete a registration form available at the beginning of the school year or any time thereafter and return it along with the \$25.00 registration fee per child and a deposit to cover the cost of your first month of childcare. We suggest \$50 per child for the initial deposit.

LOCATION

Preschool students: After School Care is held in the ECLC classroom. Preschool teachers bring the students to the classroom and sign them into childcare.

Kindergarten – age 12: After School Care is held in the JFK lunchroom located by the school office.

PICK UP PROCEDURES

Preschool students: Use the ECLC entrance which is accessible from the southwest parking area.

Kindergarten – age 12: Use the main (north) entrance of the building on 42nd Street and ring the bell to gain entrance to the building.

All students must be signed out of our care by an authorized person. Only the persons authorized by you and listed on the Student Information Sheet with Medical Consent will be allowed to pick up your child. Anyone who is not recognized by sight will be asked to produce a photo I.D.

CHILD CARE POLICIES FOR ALL PROGRAMS

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

JFK Childhood Services 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. JFK Child Care Services does not discriminate in the administration of its educational policies, employment policies, admission policies, scholarship programs, and other school administered programs.

ADMISSIONS AND INCLUSION POLICY

JFK Childcare Services and 3-year-old preschool programs welcome all children and are committed to providing developmentally appropriate early learning experiences which are beneficial and accessible by every child. We believe that each child is unique, and we work in partnership with families to provide the support every child needs to reach his/her full potential.

Children of all abilities are accepted into JFK Childcare and 3-year-old preschool and families interested in having their children attend will be given an opportunity for admission. Students with siblings already enrolled at JFK Catholic School (K-8) have first priority of entry. The second priority is to participating parishioners of our Lady of Victory Parish. (Participating parishioners follow the precepts of the Church and are registered with OLV.) After a "Closed Registration" period in late winter, openings will be made available to the general public.

JFK Childcare and 3-year-old preschool 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 director 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 center's environment, and whether or not the child's needs 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.

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.

Toileting Accommodations: 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. The preschool teacher and staff will work with children who may be experiencing set-backs in using the bathroom successfully while at school. 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.

GENERAL ENROLLMENT GUIDELINES

AGE AND TOILET USAGE Children must be 3 years old by September 15 to enroll and cannot attend until they have celebrated their 3rd birthday (in the event that the birthday falls between the first day of school and September 15th.) Children must be able to use the toilet independently as per the toileting accommodations above.

ENROLLMENT GUIDELINES

In order to be fully and legally enrolled, the following must be completed and in the office before your child's first day:

- Payment of the \$100 **non-refundable** registration fee
- Student Information Sheet with Medical Consent
- Copy of the birth certificate
- Early Childhood Learning Center services contract if registered for child care
- Evidence of current annual physical exam (Record is less than one year old.)
- Copy of current immunization card with all required immunizations must be turned into the school before the child may attend the program.**
- ECLC permissions form

PARENTAL ACCESS POLICY

Parents are welcome to visit their child at the center at any time. The center does not allow visitors other than a parent or guardian. Parents wishing to speak in length about their child with a teacher are requested to schedule a meeting either at the center or over the phone.

Staff members will limit to the best of their knowledge and ability the people allowed on the property when children are present. It will be limited to authorized persons who include: director, on-site supervisor, food service manager or kitchen assistant, teachers, aides, custodians, authorized church staff members, and parents/guardians of the children enrolled. Any other person on the property will be closely supervised and monitored by one or more of the authorized child care staff members depending upon the reason the person is on the property. "Supervision" will require one or more staff members to remain with the person at all times and "monitoring" will entail watching what the person is doing and controlling their access to the area where the children are present. The director or on-site supervisor will be responsible for the supervising and monitoring unless another staff member is requested by the director to fulfill this responsibility.

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 JFK Child Care Services 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 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 childcare. However, you may ask to receive a phone call prior to our releasing of the child to a non-custodial parent.**

STAFF-TO-CHILD RATIO AND ROOM CAPACITIES

The staff-to-child ratios are as follows:

Age of Children	Minimum Ratio of Staff to Children
Three year old	1 staff to every 8-10 children

Four year old	1 staff to every 12 children
Five to Ten years old	1 staff to every 15 children
Ten and over	1 staff to every 20 children

During rest time, at least one staff member shall be present in the room where children are resting for a period of time not to exceed one hour.

The center’s room capacities are as follows:

Room	Capacity	Room	Capacity	Room	Capacity
Cafeteria	66	Gym	88	Rm 213	23
PC 109	35	PC 108	71	Rm 214	24
PS 104	27	Library	30	Rm 216	26
PS 105	27	Rm 210	26		
ECLC	45	Rm 200	26		

DISMISSAL POLICY

The policies and rules of JFK School apply to the ECLC, 3 year-old preschool, and all JFK Child Care Services rooms and are to be complied with by all staff, students and parents/guardians.

Dismissal from JFK Child Care Services may occur with the following situations:

- If a child is consistently exhibiting disruptive or dangerous behaviors to themselves, classmates or staff members
- If the student does not seem ready for preschool setting, including, but not limited to, continued difficulties with using the toilet, according to the prior definition in the toileting accommodations section. (See p.10)
- The family fails to comply with established policies or enrollment agreement
- If child care charges are consistently unpaid

Upon suggestion for discharge, the parents will be invited to a conference with the center director and child care staff to discuss the situation. A summary will be written by the director and staff members and will be signed by the parents, the director and staff members present at the conference. A copy of the 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 arrangement, however, dismissal from child care services 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 his/her child, they are encouraged to contact the director or a staff member for a conference.

BEHAVIOR MANAGEMENT

Behavior management is a process of teaching, guiding, and nurturing students to assist them accepting responsibility for their behavior and actions. JFK Child Care Services staff members are directed to use positive methods of behavior management which encourage self-direction, self-esteem, socialization and cooperation. These include redirection, reinforcement, setting fair as well as age-appropriate limits, letting children experience consequences of their behavior, offering choices, positive role-modeling and instructing students on how to demonstrate their feelings appropriately. Removing a child from situation, or time away, may occur as the last result in behavior management. 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, their classmates or staff. No corporal punishment is allowed. Occasionally students have difficulties while in our child care services programs. Notes, emails, phone calls or impromptu face-to face meetings may be utilized to communicate with parents about their child’s behavior. Furthermore, the center director, along with the staff and the school’s guidance counselor may formulate an Action Plan to delineate a process for the staff, child and parents to follow in correcting an on-going behavior issue. Steps included in our **DISMISSAL POLICY** will be followed if a situation is not readily resolved after several

attempts.

When a child experiences a significant behavior management issue while in childcare, an incident report will be kept on file detailing the cause and care given. Staff on duty at the time of the incident will complete the incident report form. Parents will sign and receive a copy of the incident report on the day of the incident. Staff is trained in our behavior management plan and positive behavior every year at our annual procedural meeting

BITING POLICY

In the best of child care centers, sometimes periodic outbreaks of biting occur with preschoolers. This is an unavoidable consequence of grouping young children together. When it happens, it can be scary and very frustrating for children, parents and staff. Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Child care group situations are difficult because dealing with others constantly around, sharing attention and toys, and too much or too little stimulation are all very difficult for children who tend to bite. Biting is not something to blame on children, their parents or their teachers. When an incidence of biting takes place, our childcare program will immediately take action, not to blame the biter, but to change the environment and help the children change their behavior.

Immediate Steps after an Incident of Biting

1. A staff member will remove the child who is biting from the situation and caring attention/first aid will be focused on the child or staff member who was bitten.
2. The child who has bitten another person may experience time away from the center's regular activities until it can be determined whether a safety issue must be dealt with before allowing a return to activities. (For example, the child will be seated alone at a table.)
3. A staff member talks to the child who bit and review different strategies that the child can use next time instead of biting. This should be done in a short, simple way without demonstrating anger or frustration to the child.
4. It is important to explore the reasons for biting when it occurs. Staff members need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. (See **Biting Action Plan**)

First Aid in response to biting without broken skin (both child and adult)

1. Wearing gloves, clean wound with soap and water. Run water over wound for 5 minutes.
2. Apply ice or cool compress to help reduce the pain or swelling.
3. Bandage the wound as necessary.
4. Contact the parents of both children involved in the incident.
5. Write a detailed incident report for both children involved with the incident.

First Aid in response to biting with broken skin (both child and adult)

1. Wearing gloves, clean wound with soap and water. Run water over the wound for 5 minutes.
2. Control the bleeding.
3. Cover the wound with sterile dressing and bandage.
4. Contact parent of BOTH children involved and encourage them to contact their healthcare provider to determine if they need to be seen.
5. Write a detailed incident report for both children involved with the incident.
6. Follow the school's crisis plan for disposal of any materials contaminated with blood or bodily fluids.

Notification to Parents

When children bite, their parents are informed personally and privately the same day. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident form which is completed and signed by staff members involved, parents and the center director is notified. One copy is given to the parent and one copy is kept a locked file cabinet in office.

Biting Action Plan

The staff, along with the center director, will formulate an action plan to examine the context in which the biting is occurring and look for patterns. The center's incident report form will served as the basis for the formation of the action plan. The action plan will contain, but is not limited to the following:

1. The staff changing the environment, routines or activities if necessary
2. The staff working with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using words, if they are capable of them.
3. The staff observing the child, to get an idea of why and when they are likely to bite.
4. The staff identifying children likely to be bitten and make special efforts to reduce their chance of being bitten.
5. The staff, parent and center director communicating regularly to consider the positive and/or negative outcomes of any changes put into place.
6. Staff members being provided with adequate knowledge and training to deal properly and effectively with biting.
7. When a child continues biting other children or adults despite the corrective actions of the staff, immediate dismissal (with one day's notice) from JFK Child Care Services becomes a real possibility at the discretion of the center director. (See **DISMISSAL POLICY**)

Our Expectations of Parents:

- Discuss appropriate behaviors that are expected of classmates in a child care center.
- Identify the appropriate ways to communicate feelings of frustration, anger, fear, etc. Help your child develop vocabulary he/she can use to tell an adult they are feeling these emotions.
- Develop an action plan for home that reflects and supports the center's action plan.
- Share your ideas with the staff and center director during planned conferences and daily drop off/pick up times. We will respond to your questions, concerns and suggestions—even if our response to a suggestions is no.
- Read and consider current information on biting and how to deal with this behavior's elimination successfully. One resource to consider is: <http://ecap.crc.illinois.edu/poptopics/biting.html>

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We want the best for all the children in our program. If you have questions or concerns, please let us know. We are here to help you and your child on the journey to independence.

DISCIPLINE

The center shall not use as a form of discipline:

1. Corporal punishment including spanking, shaking, and slapping.
2. Punishment which is humiliating or frightening or which causes pain or discomfort to the child. Children shall never be locked in a room, closet, box or other device. Mechanical restraints shall never be used as a form of discipline. When restraints are part of a treatment plan for a child with a disability authorized

by the parent and a psychologist or psychiatrist, staff shall receive training on the safe and appropriate use of the restraint.

3. Punishment or threat of punishment associated with a child's illness, lack of progress in toilet training, or in connection with food or rest.
4. No child shall be subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.

NUTRITION POLICY

All meals and snacks served during JFK child care services are prepared and served according to CACFP (Child and Adult Care Food Program) standards. The lunch and snack menus are available on a monthly basis, and records are kept concerning the menu and the meal/snacks each child eats. If a child is not able to eat a particular food due to an allergy or other reasons, the teacher must receive that information in writing prior to the child's first day of attendance. A permanent exemption of any certain food for allergies or medical conditions must be accompanied by a doctor's note. A temporary exemption for medical conditions must be accompanied by a food exemption form to be completed by a parent and signed by your primary care provider. The parent will then be asked to provide a nutritious snack or meal for their child or provide food that can be stored at the center and used when needed. Both perishable and non-perishable foods must be identified and dated for expiration. For those students requiring special health accommodations in relation to meals or snacks, an individualized plan will be designed involving necessary consultants and any necessary documentation will take place. All food allergies will be posted and clearly displayed in several areas of the classroom. The cost for all snacks and meals is included in the ECLC contracted amount. ECLC students are provided with two snacks and lunch daily.

If you do not want your child eating the lunch provided, you may send a lunch from home. **Food brought from home for pre-school age students** will be monitored and supplemented if necessary to ensure CACFP guidelines are maintained.

ECLC's lunch count is taken at 8:00 a.m. No lunch order will be taken for a student who arrives at the center after 8:00a.m. A phone call made before 8:00am letting us know that your child will be tardy will assure that a lunch ordered will be included for your child.

Students attending the After School Care Program will be given an approved snack prepared and served according to CACFP standards within 2 hours of arrival in the program and again in the afternoon after rest time. The cost for snacks is included in the hourly rate for services.

BIRTHDAY TREATS/PARTY INVITATIONS

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, you may only send invitations through the classroom if all children/boys/girls are invited, so we will not have any hurt feelings. The teacher will be able to supply you with a class list of children's names. However, the teacher will not supply preschool parents with other parents' personal information such as home addresses, email addresses, or phone numbers.

HEALTH POLICY

ECLC AND 3-YEAR-OLD PRESCHOOL

For each child five years of age and younger, JFK Child Care Services shall require an current immunization certificate approved by Scott County (**required upon the first day of attendance**), and a physical examination report, submitted within 30 days from the date of admission, signed by a health care professional. The physical examination cannot be over 12 months old, as this is considered to be "out-of-date". The written report shall

include past health history, status of present health including allergies, medications, and acute or chronic conditions, and recommendations for continued care when necessary. An **emergency medical consent form** will be kept on file with current insurance information so that appropriate medical attention can be secured for students while in our child care services. These records must be updated annually and it is the parent's responsibility to inform the teacher of any information changes during the year. The form will also include any emergency contact persons who may be contacted at any time the child is in need of care while at the child care services.

AFTER SCHOOL CARE FOR SCHOOL AGE CHILDREN

For each child five years of age and older who is enrolled in JFK School and in our child care services, the program shall require, before admission, a statement of health status signed by the parent or legal guardian that certifies that the child is free of communicable disease and that specifies any allergies, medications, or acute or chronic conditions and a current immunization certificate approved by Scott County. An **emergency medical consent form** will be kept on file with current insurance information so that appropriate medical attention can be secured for students while in our child care services. The records must be updated annually and it is the parent's responsibility to inform the teacher of any information changes during the year. The form will also include any emergency contact persons who may be contacted at any time the child is in need of care while at the child care services.

SICK CHILD POLICY

The center will notify parents during the day concerning any minor changes in health status on the day the change(s) occur. Examples might be a low-grade temperature (below 100°F/37°C) or small rash on the child's skin. Any significant change(s) in the health status of a child will be communicated to the parent immediately. Examples might be a fever (see below) or a blistering rash on the child's skin.

Guidelines for when your child should be kept at home:

- If your child is feverish or has been feverish in the past 24 hours (See definition below)
- If your child has vomited or had diarrhea in the last 24 hours (See definition below)
- If your child has a cough, runny nose, or a condition that prevents them from participating in the center's activities
- If your child has a diagnosed communicable disease
- If your child has been on an antibiotic for less than 24 hours

When the child care program is notified that one of the students has been diagnosed with a communicable disease, a staff member will post information on the center's information board and send information home concerning the illness as other students may have been exposed to the same disease.

If a child becomes sick at school, a staff member will contact the parents or guardians to come and pick up the child. Staff members will watch over the child, providing assistance if necessary, until the parent arrives.

Guidelines for sending an ill child home:

- If the child is vomiting and/or experiencing diarrhea (See definition below)
- If the child is running a fever (See definition below)

Fever is defined as having a body temperature at or above 100.4°F

Diarrhea is defined as loose, watery stools (bowel movements) which occur three or more times in one day.

INJURED CHILD POLICY

When a child is injured, an incident report will be kept on file detailing the cause and care given. Staff on duty

at the time of the incident will complete the incident report form. Parents will sign and receive a copy of the incident report on the day of the incident.

Minor Injury: All children sustaining a minor injury while under our care will receive first aid in accordance with the severity of the injury.

Severe Injury: In case of a severe injury, staff may administer first aid to the severely injured student within the scope of their training. Another staff member will call either the student's health care provider (physician or dentist) or 911 based on the severity of the injury. *Serious injuries must be reported to the Department of Human Services within 24 hours of the incident. These types of injury, as defined by Iowa Code section 702.18 include disabling mental illness, bodily injury that does any of the following: 1) Creates a substantial risk of death, 2) Causes serious permanent disfigurement, or 3) Causes protracted loss or impairment of the function of any bodily member or function, or any injury to a child that requires surgical repair and necessitates the administration of general anesthesia. Serious injury includes but is not limited to skull fractures, rib fractures, and metaphyseal fractures of the long bones of children under the age of four years.*

Dental Injury: Should a dental emergency occur where a tooth is damaged or prematurely extracted (excluding the loss of primary teeth,) the center director or on-site supervisor will be called to evaluate the situation. Permanent teeth that have been displaced during the injury will be placed in a glass of milk until further arrangements are made. The supervisor may call the child's dentist for immediate care information. The parent or emergency contact will be called to make arrangement for the child to be transported to the dentist.

TRANSPORTATION IN AN EMERGENCY

An ill or injured student will be transported to the doctor or hospital by ambulance service or by the parent/emergency contact. If the child is to be transported by ambulance service, the decision will be based upon the severity of the injury and the advice of the 911 operators or emergency medical technicians responding to our call. A staff member will accompany the child to the hospital and bring the child's file with the medical consent to treat information.

UNIVERSAL PRECAUTIONS

Universal precautions must be followed by team members every time the situation deems it necessary. A protective barrier such as gloves must be worn when handling any bodily fluids or discharge. Proper hand washing must be followed as stated in the Hand Washing Policy. All sharps must be placed in the sharps container after use.

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 to different classrooms.
7. Before and after medication administration.
8. After handling trash or cleaning furniture/equipment.

HANDLING BODILY FLUIDS: All bodily fluids and wastes should be considered infectious.

1. Janitors, if available, should be contacted to clean up after large quantities of bodily fluids and/or wastes have been spilled.

2. Gloves should be used when dealing with all bodily fluids. Gloves should be removed without touching the outside of the glove with an unprotected hand.
3. Rags/towels, gloves, and other absorbent materials used to clean up the waste should be placed in their own plastic bag before being placed in a regular garbage bag to be taken to the dumpster immediately. If the materials being disposed of have the potential of releasing the waste if compressed (such as shards of glass or needles or completely saturated rags/towels), they should be disposed of as regulated waste. Bodily wastes such as urine, vomitus, or feces may be disposed of in the sanitary sewer system.
4. Materials and surfaces contacted by bodily fluids should be disposed of or disinfected. The disinfectant should be at least one part bleach to one hundred parts water solution; a solution of 1 part bleach to 10 parts water is often used, however. An EPA registered disinfectant may also be used.
5. Hands should be thoroughly washed with soap and water after gloves are disposed of.
6. If exposure through broken skin, mucous membrane, or by needle or sharp stick occurs, the following steps should be taken:
 - a. The exposed area should be thoroughly washed with soap and water.
 - b. Eyes, mouth, or nose should be irrigated thoroughly, if exposed.
 - c. The exposure should be reported immediately. Accident/Injury forms can be used to document this exposure.
 - d. If a student was exposed, the student's parent or guardian is informed.
 - e. The person exposed should contact a physician for further healthcare.
 - f. Employees will go to Genesis Occupational Health for treatment.
 - g.

MEDICATION ADMINISTRATION GUIDELINES

PRESCRIPTION MEDICATIONS

Some students may need prescription and nonprescription medication to participate in their educational program. Medication shall be administered at school when the student's parent or guardian provides a signed and dated medication administration form provided by JFK Child Care Services. The medication must be in the original labeled container. Long-term situations may necessitate the development of an Individual Health Plan (IHP) written by a licensed health person and the student's parent which may include a request for co-administration of medication by the child after competence by the child has been demonstrated.

Persons administering medication shall include all staff of JFK school and child care services that have successfully completed the Essentials Child Care Preservice Series from the DHS training registry.

Written medication administration record (See Appendix for this form) shall be on file including:

- Date
- Student's name
- Prescriber or person authorizing administration
- Name of medication
- Medication dosage
- Administration time(s)
- Administration method
- Signature and title of the person administering medication
- Any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area or container. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information. These guidelines include asthma medications such as inhalers.

NON-PRESCRIPTION MEDICATIONS

Non-prescription medication administered at school may include a standing authorization with specific guidelines, administration circumstances, when the medication may be given, and other specifications. The

same authorization form as used for prescription medication will be used for non-prescription medication with the exception that a prescriber is not necessary (See Appendix for this form). Parents will be called each time an OTC drug or medication is administered to their child while under our care. Students can only be administered over-the-counter drugs sent in by their parents/guardians. We do not provide these medications at the childcare center.

SUPERVISION POLICY/SIGN-IN AND SIGN-OUT PROCEDURES

1. We will maintain our 10:1 ratio for 3 and 4-year-old preschool and a 15:1 ratio for school-age children.
 2. Our consistent daily schedule includes activities such as circle time, storytime, snack time, free play, and outdoor play. Teachers supervise and participate in all activities to ensure safety and appropriate behavior.
 3. We are committed to maintaining a clean and safe environment, free from hazards such as sharp objects, toxic substances, and uncovered outlets. Staff regularly conduct regular safety checks and address any issues immediately.
 4. Our school has established clear expectations for behavior and communicates them to children in age-appropriate language. We encourage positive behavior and use gentle redirection or positive reinforcement to address negative behavior.
 5. We have a comprehensive sign-in and sign-out procedure to ensure that children are always accounted for and that only authorized individuals can pick them up. Teachers check identification and compare it to a list of authorized individuals until they can identify the parent or guardian by sight. The parent or guardian must sign their child in and the time they were dropped off for care and must sign the child out with the time they were picked up. Staff will oversee this process to ensure accuracy.
 6. Using active supervision, staff always observe all children — watching, counting, and listening. During transitions, they account for all children with name-to-face recognition by visually identifying each child.
 7. The center does not allow for regular visitors other than a parent or guardian. Parents wishing to speak in length about their child with a teacher are requested to schedule a meeting either at the center or over the phone. Any other person or organization needing access to the center will have to check in through the front office, be escorted down to the center by an approved staff member, and will be under the direct supervision of the staff member for the time that they are in the room.
 8. Our program does not participate in field trips.
 9. Our program does not and will not take children to pools or other large bodies of water.
 10. We also will not have water activities in our center. Our center does have sensory tables, but water will never be used with them. At our sensory table, there is a limit of three students with the supervision of one teacher.
 11. Parents will be communicated with if a child is absent within an hour of their usual time.
 12. We have emergency plans and practice them monthly with children and staff. Teachers know what to do in a fire, natural disaster, or other emergency and can evacuate children quickly and safely.
- We provide ongoing professional development and training for staff to ensure they know the best practices for supervision, safety, and child development.

SAFETY PROCEDURES

All measures will be taken to ensure that all staff members are well-trained in any and all emergency procedures.

1. All staff members will be certified in Pediatric First Aid, AED, and CPR.
2. A first aid kit is on-site in each area of child care and is easily accessible to the staff. The kit is sufficient to address first aid related to minor injury or trauma. It is taken by a staff member when leaving the building for outdoor play.

3. Fire and inclement weather drills will be completed at least once per month and a record of these drills will be kept by the staff.
4. 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 in the form of a written incident report. The staff member who observed the incident will prepare the written report, including a general description of what happened and the action taken afterwards. Both the staff member and the parent sign and date the report, and a copy will be kept in the child's file.
5. It is the responsibility of the parents/guardians to ensure that their child's file is current with phone numbers, emergency contacts, and pick-up permission information.

PETS: Students' and/or families' pets are prohibited from all child care classrooms.

PLAYGROUND SAFETY PROCEDURES

All measures will be taken to ensure that all staff members are well-trained in any and all emergency procedures.

1. All staff members will be certified in Pediatric First Aid, AED, and CPR.
2. A first aid kit is on-site in each childcare area and easily accessible to the staff. The kit is sufficient to address first aid related to minor injury or trauma. It is taken by a staff member when leaving the building for outdoor play.
3. Staff inspects the playground equipment daily (when used), and administrators and the maintenance team will do an official monthly check. The playground checked for the following:
 - a. Manufacturer Anchoring
 - b. Depth of Mulch
 - c. Potential Hazards
 - d. Broken or Cracked Parts
 - e. Loose Bolts
 - f. Sharp Edges and Surfaces
 - g. Stability of all Structures
 - h. Wear or Deterioration (Rust)
4. Staff will be trained to identify potential hazards at the beginning of the year procedures meeting. If any of the items are mentioned in bullet 3, a report will be made to the head of maintenance, and the playground will be found non-operational until it has been corrected.
5. Staff will be trained in appropriate playground safety measures and implementation of those measures at the beginning of the year annual procedures meeting.
6. Adequate fall surfacing is maintained on an annual basis. Every summer, the non-CCA mulch in our playgrounds is brought to a twelve-inch level. This will allow for appropriate depth even after a 25% compression. Once every seven years, the mulch is completely dug out and replaced. Inspection of our fall surfacing happens every year in our safety walkthrough.
7. Incidents involving a student, including minor injuries, changes in health status, or behavioral concerns, will be reported to the parent on the day of the incident in the form of a written incident report. The staff member who observed the incident will prepare the written report, including a general description of what happened and the action taken afterward. The staff member and the parent sign and date the report, and a copy will be kept in the child's file.
8. The parents/guardians are responsible for ensuring that their child's file is current with phone numbers, emergency contacts, and pick-up permission information.

PETS: Students' and/or families' pets are prohibited from all childcare classrooms.

NICOTINE FREE FACILITY

Located at each entrance of the property on which JFK School is located are signs which identify the buildings and grounds as **smoke-free** facilities. The use of any electronic smoking device, such as vaping, is not permitted on the school campus. The Smoke-free Air Act prohibits smoking in almost all public places and enclosed areas within places of employment, as well as some outdoor areas. The law applies to child care facilities and any outdoor area under the control of a public or private educational facility, including inside any vehicle located on such child care center/school grounds.

NON-USE OF VOLUNTEERS

Employees working in the ECLC, before school and after school child care programs 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: federal and state criminal record checks, child abuse and neglect registry checks, and sex offender registry checks. These background checks will be renewed every 2 years. In addition, child care employees will become trained and certified as mandatory reporters in the state of Iowa and will hold current certification in Adult and Pediatric First Aid-CPR-AED where applicable. Due to the trainings and certifications necessary for employment in these programs, volunteer-types of employees are not utilized in JFK Child Care Services.

MANDATORY CHILD ABUSE REPORTING

Section 232.69 of the Iowa Code requires that every employee of a licensed day care or preschool facility, who, in the course of employment, reasonably believes that a child has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of Human Services.

Section 232.70 of the Iowa Code requires that each report made by a mandatory reporter, as defined in Section 232.69, shall be made both orally and in writing. The oral report must be made by telephone or otherwise to the Department of Human Services within 24 hours of becoming aware of suspected abuse. If the person making the report has reason to believe that immediate protection for the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency. The written report must be made to the Department of Human Services within 48 hours after the oral report.

By law, the oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

1. The names and home address of the child and parents/guardian believed to be responsible for his/her care.
2. The child's present whereabouts if not the same as the parent/guardian's home address.
3. The child's age.
4. The nature and extent of the child's injuries, including any evidence of previous injuries.
5. The name, age, and condition of other children in the same home.
6. Any other information which the person making the report believes might be helpful in establishing the cause of the injury, the identity of the people responsible for the injury, or in providing assistance to the child.
7. The name and address of the person making the report.

Legal sanctions for failure to report are as follows:

1. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
2. Any mandatory reporter who knowingly fails to report is civilly liable for the damage proximately caused by such failure (Legal Reference 232.75).

To report child abuse at any time, you are encouraged to first use the local number. The phone number

of your local DHS office is 563-326-8680. However, you can also use the toll free number from the state of Iowa which is 1-800-362-2178.

CHILD CARE EMERGENCY PREPAREDNESS AND RESPONSE PLAN

Date of plan: August 2019

1. Basic Information: Provide information about your child care facility

Facility Name:	JFK Child Care Services at John F. Kennedy Catholic School
Facility Address:	1627 W. 42 nd Street Davenport IA 52806
Facility Phone:	563-391-3030
Facility Main Contact:	Chad Steimle, Center Director and Principal
Emergency Records/Supplies Kit Location(s):	PS Before School Care: Sign-in Binder in ECLC classroom After School Care: Green JFK Bag in After Care cart in lunchroom ECLC: Red First Aid bag hanging by the Room 107 exit door to parking lot
DHS Provider Number:	4182000129
Registration/Max. Child Capacity:	200

2. Emergency Contacts: Identify the contact information for emergencies and post in easily accessible locations

	Contact Name	Phone	Email/Website
Police/Sheriff		911	
Fire Fire Inspector	Jim Morris	911 563-326-7808	
Ambulance/Emergency Medical Technicians (EMTs)		911	
Hospital Genesis Health Systems		563-421-1000	www.genesishealth.com
Poison Control		1-800-222-1222	http://www.iowapoisn.org/
County Emergency Manager			
Electric Company Midamerican Energy		800-329-6261 800-799-4443	www.midamericanenergy.com
Shut off location in facility: Mech Room #217A			
Gas Company Midamerican Energy		Gas Emergency 800-595-5325	www.midamericanenergy.com
Shut off location in facility: Mech Room #217A			
Water Company		1-866-641-2108	https://amwater.com
Shut off location in facility: Mech Room #217A			
Insurance Agent			
Radio/TV Station			
Neighbor			
Neighbor			
Out-of-State Contact			

	Contact Name	Phone	Email/Website
DHS Child Care Compliance Staff Person	Heidi Brown		hbrown@dhs.state.ia.us
DHS Child Abuse Hotline		1-800-362-2178	
Child Care Resource & Referral Agency	Abbey Silverman	563-362-8225 1-877-216-8481	asilverman@caeiowa.org www.iowaccrr.org
Child Care Nurse Consultant	Jessica Redding		http://idph.iowa.gov/hcci

3. Emergency Assessment: Identify emergencies or possible disasters likely for your facility.

(check all that apply)

X	Bomb threat	X	Hazardous material exposure	X	Structural damage to facility
X	Criminal activity	X	Ice/snow storms	X	Thunderstorm/lightening
X	Dangerous person or potentially violent situations		Injury/medical emergency – provider/staff	X	Tornado watch/warning
X	Earthquake	X	Injury/medical emergency – child	X	Utility outages – power failure or water line disturbance
X	Fire/smoke	X	Missing, lost or abducted child	X	Intoxicated parent or visitor attempting pick-up
	Flooding		Mudslide/landslide		
X	Gas leak		Nuclear power plant or research facility accident*		

*NOTE: If a child care center is located within a 10 mile radius of a nuclear power plant or research facility, your plan must include procedures for a nuclear evacuation.

4. Parent Reunification: If we must evacuate our facility or when parents/guardians are unable to pick up their children, we will use the following procedures to reunite children with parents/guardians or an authorized emergency contact as soon as it is safe:

Notifications:	<p>Notifications of emergency situations at JFK Child Care Services will be handled through the school's email-text alert system during the school day. After school hours, the parents will be notified by phone of the location of their children during an emergency situation. Emergency contact information locations:</p> <p>ECLC – parent information sheets are kept in a binder in the bag which also contains the First Aid kit and emergency supplies.</p> <p>PS Before School Care - parent information sheets are kept in the sign-in binder in ECLC.</p> <p>After School Care – parent information sheets are kept in a binder in the bag which also contains the First Aid kit and emergency supplies.</p>
Delay in reuniting children with parents or authorized emergency contact:	In the event that an emergency situation will require an extending the hours of operation, staff will be directed to stay with the children until all are reunited with a parent or designated adult on the emergency contact list. If a parent does not arrive in a timely manner, staff will contact the adults listed on the emergency contact list who have permission to pick up the child.
Release	Parents arriving on campus or at an off-site location during an emergency situation who attempt to pick up children will be taken to a safe location within the school building or evacuation location and reunited with their children when conditions are deemed to be safe.

5. Evacuation: If we need to evacuate our facility because there is **fire and smoke, gas leak, earthquake with structural damage, bomb threat, hazardous material exposure, etc.**, we will use the following procedures:

Evacuation routes/exits:	<p>ECLC Room 107: 1. Exit using the door to the parking area. 2. Exit using the door to the inside hall. Turn right and proceed through the parish center to the door on the right to the parking area. Walk across the blacktop to the church sidewalk.</p> <p>PS Room 104: 1. Exit using the rescue window to the parking area. 2. Exit using the door to the inside hall. Turn right and proceed to the door on the right with the ramp and exit the school door to the parking area. Walk across the blacktop to the church sidewalk.</p> <p>PS Room 105: 1. Exit using the rescue window to the parking area. 2. Exit using the door to the inside hall. Turn right and proceed to the door on the right with the ramp and exit the school through the door to the parking area. Walk across the blacktop to the church sidewalk.</p> <p>PC Room 108: 1. Exit using the door to the hall. Proceed through the door with the ramp and exit the school through the door to the parking area. 2. Exit through the folding door to Parish Center Room 108. Proceed through the PC door to the parking area. Walk across the blacktop to the church sidewalk.</p> <p>PC Room 109: 1. 1. Exit using the door to the hall. Proceed through the door on the left with the ramp and exit the school through the door to the parking area. 2. Exit through the PC door to the parking area. Walk across the blacktop to the church sidewalk.</p> <p>Cafeteria: 1. Exit through the door to the main hall and proceed through the main doors of the</p>
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	<p>school building to the sidewalk on 42nd Street. 2. Exit through the door to the storage area (Room 222) and exit into the kitchen office. Use the door to the grassy area behind the school building.</p> <p>3. Exit through the door to the main hall and turn left, proceeding diagonally through the gym. Exit the gym through the southeast doors and turn left. Exit the building through the doors to the grass area behind the school building. Proceed to the sidewalk on 42nd Street.</p> <p>Gym: 1. Exit the gym through the southeast doors and turn left. Exit the building through the doors to the grass area behind the school building. Proceed to the sidewalk on 42nd Street. 2. Exit the gym through the northeast doors to the inside hall. Use the hall to the left and proceed to the exit door across from Room #207. Take the stairs down to the door leading to the parking area. Walk across the blacktop to the church sidewalk.</p> <p>Library: 1. Exit the library door and turn left. Use the hall to the left and proceed to the exit door across from Room #207. Take the stairs down to the door leading to the parking area. Walk across the blacktop to the church sidewalk. 2. Exit the library door and turn to the right. Use the hall to proceed to the door to the grassy area behind the school building. Proceed to the sidewalk on 42nd Street. 3. Exit the library through the rescue window to the grassy area behind the school building. Proceed to the sidewalk on 42nd Street.</p> <p>Room 200: 1. Exit the room through the door to the hallway. Turn left, then left again to take the stairs to the door leading to the parking area. Walk across the blacktop to the church sidewalk. 2. Exit the room through the door to the hallway. Turn left and proceed through the main doors on 42nd Street. Proceed to the sidewalk on 42nd Street. 3. Exit through the door to the hallway. Turn right and proceed to the exit door across from Room #207. Take the stairs down to the door leading to the parking area. Walk across the blacktop to the church sidewalk.</p> <p>Room 210: 1. Exit the room through the door to the hallway. Turn right and proceed to the doors leading to the grassy area behind the school building. Proceed to the sidewalk on 42nd Street. 2. Exit the room through the door to the hallway. Turn left and proceed past Room 209. Turn left and proceed to the exit door across from Room #207. Take the stairs down to the door leading to the parking area. Walk across the blacktop to the church sidewalk.</p>
<p>Evacuating children and staff) with limited mobility, special needs or chronic medical needs:</p>	<p>Any child at the center with functional or access needs will receive assistance during evacuation or relocation emergency procedures from childcare staff members. Staff will receive necessary training to insure the safety of the child and to meet the needs of these identified children.</p>
<p>Emergency records/supply kits:</p>	<p>ECLC – parent information sheets are kept in a binder in the bag which also contains the First Aid kit and emergency supplies.</p> <p>PS Before School Care - parent information sheets are kept in the sign-in binder in ECLC.</p> <p>PS After School Care - parent information sheets are kept in the sign-in binder in ECLC.</p> <p>After School Care – parent information sheets are kept in a binder in the bag which also contains the First Aid kit and emergency supplies.</p> <p>MEDICATIONS – Medications, which are kept in a secure location during childcare, will be taken from the center by staff, along with the permission to dispense and medication usage logs, in the event of an evacuation or a shelter in place relocation.</p>
<p>Notifications:</p>	<p>The center director or the onsite supervisor will make the decision to evacuate the building based on information available at the time of the emergency situation. Staff will be notified over the phone-paging system or, possibly, face-to-face, depending on the situation at hand. Children will be notified at the time that the evacuation takes place of which route will be taken to evacuate the building. The center director or onsite supervisor will notify emergency services via telephone. As soon as the children are situated safely on school property or an offsite location, parents will receive phone calls informing them of the location of their children. The center director or onsite supervisor will make the decision to return to the school building after conferring with the appropriate first responders and emergency personnel on the scene.</p>

Evacuation sites:	Our Lady of Victory Church 1405 N. Division St. Davenport IA 52806 Northside Baptist Church 4601 N. Division St. Davenport IA 52806
Transportation to evacuation locations:	Children will walk with staff to the evacuation locations which are within ½ mile from the school building.

6. Shelter-in-Place: If we need to stay in the safest place inside our facility when there is a weather-related event such as a **severe storm/tornado or notified by emergency officials when there is a chemical spill/hazardous gases, etc.**, we will use the following procedures:

Location:	The lower hallways of the school building and the interior of Parish Center Room 109.
Evacuation routes/exits:	<p>ECLC Room 107: Exit using the door to the inside hall. Proceed directly across the hall to Room 109. Enter this room and sit in a line facing the wall opposite the door. Lower heads and cover with hands. Remain in this position until eminent danger has passed. Remain in the shelter area until directed to return to the ECLC room.</p> <p>PS Room 104: Exit the room to the right using the door to the inside hall. Turn right and proceed to the first door on the left to Room 109. Enter this room and sit in a line facing the wall opposite the door. Lower heads and cover with hands. Remain in this position until eminent danger has passed. Remain in the shelter area until directed to return to Room 104.</p> <p>PS Room 105: 1. Exit the room to the right using the door to the inside hall. Turn right and proceed to the first door on the left to Room 109. Enter this room and sit in a line facing the wall opposite the door. Lower heads and cover with hands. Remain in this position until eminent danger has passed. Remain in the shelter area until directed to return to Room 105.</p> <p>PC Room 108: Exit using the door to the hall. Proceed to Room 109 and enter through the door directly to the right. Enter this room and sit in a line facing the wall opposite the door. Lower heads and cover with hands. Remain in this position until eminent danger has passed. Remain in the shelter area until directed to return to Room 108.</p> <p>PC Room 109: Remain in this room. Sit in a line facing the wall opposite the door. Lower heads and cover with hands. Remain in this position until eminent danger has passed. Remain in the shelter area.</p> <p>Cafeteria: 1. Exit through the door to the main hall and proceed through the main doors of the school building to the sidewalk on 42nd Street. 2. Exit through the door to the storage area (Room 222) and exit into the kitchen office. Use the door to the grassy area behind the school building. 3. Exit through the door to the main hall and turn left, proceeding diagonally through the gym. Exit the gym through the southeast doors and turn left. Exit the building through the doors to the grass area behind the school building. Proceed to the sidewalk on 42nd Street.</p> <p>Gym: 1. Exit the gym through the southeast doors and turn left. Exit the building through the doors to the grass area behind the school building. Proceed to the sidewalk on 42nd Street. 2. Exit the gym through the northeast doors to the inside hall. Use the hall to the left and proceed to the exit door across from Room #207. Take the stairs down to the door leading to the parking area. Walk across the blacktop to the church sidewalk.</p> <p>Library: 1. Exit the library door and turn left. Use the hall to the left and proceed to the exit door across from Room #207. Take the stairs down to the door leading to the parking area. Walk across the blacktop to the church sidewalk. 2. Exit the library door and turn to the right. Use the hall to proceed to the door to the grassy area behind the school building. Proceed to the sidewalk on 42nd Street. 3. Exit the library through the rescue window to the grassy area behind the school building. Proceed to the sidewalk on 42nd Street.</p> <p>Room 200: 1. Exit the room through the door to the hallway. Turn left, then left again to take the stairs to the door leading to the parking area. Walk across the blacktop to the church sidewalk. 2.</p>

	<p>Exit the room through the door to the hallway. Turn left and proceed through the main doors on 42nd Street. Proceed to the sidewalk on 42nd Street. 3. Exit through the door to the hallway. Turn right and proceed to the exit door across from Room #207. Take the stairs down to the door leading to the parking area. Walk across the blacktop to the church sidewalk.</p> <p>Room 210: 1. Exit the room through the door to the hallway. Turn right and proceed to the doors leading to the grassy area behind the school building. Proceed to the sidewalk on 42nd Street. 2. Exit the room through the door to the hallway. Turn left and proceed past Room 209. Turn left and proceed to the exit door across from Room #207. Take the stairs down to the door leading to the parking area. Walk across the blacktop to the church sidewalk.</p>
Evacuating children and staff) with limited mobility, special needs or chronic medical needs:	Any child at the center with functional or access needs will receive assistance during evacuation or relocation emergency procedures from childcare staff members. Staff will receive necessary training to insure the safety of the child and to meet the needs of these identified children
Emergency records/supply kits:	<p>ECLC – parent information sheets are kept in a binder in the bag which also contains the First Aid kit and emergency supplies.</p> <p>PS Before School Care - parent information sheets are kept in the sign-in binder in ECLC.</p> <p>PS After School Care - parent information sheets are kept in the sign-in binder in ECLC.</p> <p>After School Care – parent information sheets are kept in a binder in the bag which also contains the First Aid kit and emergency supplies.</p> <p>MEDICATIONS – Medications, which are kept in a secure location during childcare, will be taken from the center by staff, along with the permission to dispense and medication usage logs, in the event of an evacuation or a shelter in place relocation.</p>
Notifications:	The center director or the onsite supervisor will make the decision to shelter-in-place based on information available at the time of the emergency situation. Staff will be notified over the phone-paging system and/or face-to-face, depending on the situation at hand. Children will be notified at the time that the movement to the shelter-in-place locations will and which route will be taken to the locations. The center director or onsite supervisor will notify emergency services via telephone if necessary. As soon as the children are situated safely in the shelter-in-place location and the dangerous weather situation has passed, parents will notified via phone calls informing them of the location of their children if the children will remain in the alternate location for the duration of the child care day. The center director or onsite supervisor will make the decision to return to the regular child care centers after conferring with the appropriate first responders and/or emergency personnel on the scene.

7. **Lockdown:** If we need to stay in the safest place inside our facility when there is security issue such as a **disgruntled person, active shooter, community violence, unstable custody disputes, hostage situation, other physical or verbal threats**, etc., we will use the following procedures:

Location:	<p>PS Before School Care: Relocate to Room 105, a PS room on the same floor, and lock the door.</p> <p>After School Care: Relocate to Room 209, the library/media center on the same floor, and lock the door.</p> <p>ECLC will relocate to Room105, a preschool room on the same floor, and lock the door.</p>
Evacuation routes/exits:	<p>PS Before School Care: Exit Room 107 and turn to the left. Follow the hall to Room 105, a PS room on the same floor. Lock the door and close the windows. Lower the blinds.</p> <p>After Care: Exit the cafeteria through the door to the main hall. Turn left and proceed through Room 223, the gym, to the southwest doors. Exit the gym and turn left in the hall. Turn right into the Room 209, the library/media center. Lock the door and close the windows. Lower the blinds.</p> <p>ECLC: Exit the ECLC center through the door to the hallway. Turn left and proceed through the double doors. Enter the first classroom on the left, Room 105. Lock the door and close the windows. Lower the blinds.</p>

Evacuating children and staff) with limited mobility, special needs or chronic medical needs:	Any child at the center with functional or access needs will receive assistance during evacuation or relocation emergency procedures from childcare staff members. Staff will receive necessary training to insure the safety of the child and to meet the needs of these identified children.
Emergency records/supply kits:	ECLC – parent information sheets are kept in a binder in the bag which also contains the First Aid kit and emergency supplies. PS Before School Care - parent information sheets are kept in the sign-in binder in ECLC. PS After School Care - parent information sheets are kept in the sign-in binder in ECLC. After School Care – parent information sheets are kept in a binder in the bag which also contains the First Aid kit and emergency supplies. MEDICATIONS – Medications, which are kept in a secure location during childcare, will be taken from the center by staff, along with the permission to dispense and medication usage logs, in the event of an evacuation or a shelter in place relocation.
Notifications:	The center director or the onsite supervisor will make the decision to lockdown the building based on information available at the time of the emergency situation. Staff will be notified over the phone-paging system or, possibly, face-to-face, depending on the situation at hand. Children will be notified at the time that the lock down takes place. The center director or onsite supervisor will notify emergency services via telephone. As soon as the children are situated safely in lock down locations and the danger has passed, parents will receive phone calls informing them of the location of their children. The center director or onsite supervisor will make the decision to return to the regular center locations in the school building after conferring with the appropriate first responders and emergency personnel on the scene.
Additional:	

8. Intoxicated Parent or Designated Adult for Pick Up Procedure

Event	An intoxicated parent or designated adult for pick up attempts to take a child who is in our care from the center for transportation to another location (i.e. home.)
Procedure for Notifications	The director, on-site supervisor, or staff on duty will contact a person on the emergency contact list and request that they come to pick up the child. The director or on-site supervisor will inform the intoxicated parent of the change in the pick-up plan. If we are unable to reach an emergency contact, the child must be allowed to leave with an intoxicated parent. The on-site supervising staff will then inform the parent that the police will be immediately contacted concerning the incident. An intoxicated adult designated for pick up will be asked to leave the center immediately, and the parent of whom the visitor was here to see will be contacted.
Lockdown	Children still present in the center will be moved into lockdown areas. See Evacuation routes/exits below.
Evacuation routes/exits:	PS Before School Care: Exit Room 107 and turn to the left. Follow the hall to Room 105, a PS room on the same floor. Lock the door and close the windows. Lower the blinds. After Care: Exit the cafeteria through the door to the main hall. Turn left and proceed through Room 223, the gym, to the southwest doors. Exit the gym and turn left in the hall. Turn right into the Room 209, the library/media center. Lock the door and close the windows. Lower the blinds. ECLC: Exit the ECLC center through the door to the hallway. Turn left and proceed through the double doors. Enter the first classroom on the left, Room 105. Lock the door and close the windows. Lower the blinds.
Evacuating children and staff) with limited mobility, special needs or chronic medical needs:	Any child at the center with functional or access needs will receive assistance during evacuation or relocation emergency procedures from childcare staff members. Staff will receive necessary training to insure the safety of the child and to meet the needs of these identified children.

Emergency records/supply kits:	<p>ECLC – parent information sheets are kept in a binder in the bag which also contains the First Aid kit and emergency supplies.</p> <p>Before School Care - parent information sheets are kept in the sign-in binder in ECLC..</p> <p>PS After School Care - parent information sheets are kept in the sign-in binder in ECLC.</p> <p>After School Care – parent information sheets are kept in a binder in the bag which also contains the First Aid kit and emergency supplies.</p> <p>MEDICATIONS – Medications, which are kept in a secure location during childcare, will be taken from the center by staff, along with the permission to dispense and medication usage logs, in the event of an evacuation or a shelter in place relocation.</p>
Notifications:	<p>The center director or the onsite supervisor will make the decision to lockdown the building based on information available at the time of the emergency situation. Staff will be notified over the phone-paging system or, possibly, face-to-face, depending on the situation at hand. Children will be notified at the time that the lock down takes place. The center director or onsite supervisor will notify emergency services via telephone. As soon as the children are situated safely in lock down locations and the danger has passed, parents will receive phone calls informing them of the location of their children. The center director or onsite supervisor will make the decision to return to the regular center locations in the school building after conferring with the appropriate first responders and emergency personnel on the scene.</p>
Additional:	

9. Hazard/Incident Specific Events: Provide information about your procedures for emergencies or disasters likely to happen in your area. For example, flash flood, or power outage.

Event	Loss of Utilities to the Child Care Center – all locations in the center
Steps you will take:	<p>In the case of a loss of power or water to the child care center, parents will be notified that students need to be picked up as soon by phone calls. Other possible methods of communication used might be email, social media, and the school’s automated text-messaging service. If evacuation due to power failure is deemed necessary, the children will be taken to our on-campus evacuation site, Our Lady of Victory Catholic Church. If parents are unable to immediately pick up their child, a ratio-sufficient number of our staff, including an on-site supervisor, will stay with the children as long as necessary.</p>
Evacuating children and staff) with limited mobility, special needs or chronic medical needs:	<p>Any child at the center with functional or access needs will receive assistance during evacuation or relocation emergency procedures from childcare staff members. Staff will receive necessary training to insure the safety of the child and to meet the needs of these identified children. Take any necessary medications along as well as permission to dispense and medication usage logs.</p>
Emergency records/supply kits:	<p>ECLC – parent information sheets are kept in a binder in the bag which also contains the First Aid kit and emergency supplies.</p> <p>PS Before School Care - parent information sheets are kept in the sign-in binder in ECLC.</p> <p>PS After School Care - parent information sheets are kept in the sign-in binder in ECLC.</p> <p>After School Care – parent information sheets are kept in a binder in the bag which also contains the First Aid kit and emergency supplies.</p>
Notifications:	<p>The center director or the onsite supervisor will make the decision to close the building based on information available at the time of the emergency situation. Staff will be notified over the phone-paging system or, possibly, face-to-face, depending on the situation at hand. Children will be notified at the time that the lock down takes place. The center director or onsite supervisor will contact utility services via telephone to determine the length of the shut-down of power or water. Parents will receive phone calls informing them of the situation at the center and the location of their children should we need to evacuate the center and go to the church building. The center</p>

	director or onsite supervisor will make the decision to return to the regular center locations in the school building after conferring with the utility responders on the scene.
Additional:	

Event	Emergency Plan for Lost (Missing) or Abducted Child
Steps you will take:	<p>No children shall be outside or inside without the prescribed ratio of staff supervision. In the event the center staff is unable to locate a child:</p> <ol style="list-style-type: none"> 1. All children will be brought into the main center location. 2. Non-ratio staff will immediately and completely search the grounds and the building while the other children are being supervised. 3. If the child is not found within 10 minutes, parents will be called and 911 will be notified. 4. A detailed description of the child, including what they are wearing and places they might have gone will be given to emergency officials. <p>If the center staff observes a child being abducted:</p> <ol style="list-style-type: none"> 1. 911 will be called immediately. 2. Parents will be called. 3. A complete description of the child and the abductor will be given to the appropriate first responders. <p>If advanced warning is received that someone is coming to take a child:</p> <ol style="list-style-type: none"> 1. The child will be taken in the school office where a staff member will stay with the child and the door locked. 2. When the person arrives to attempt to take the child, they will be encouraged to leave the premises. 3. If the person refuses, 911 will be called. No staff or children will leave the child care center until authorities have arrived.
Evacuating children and staff with limited mobility, special needs or chronic medical needs:	Any child at the center with functional or access needs will receive assistance during evacuation or relocation emergency procedures from childcare staff members. Staff will receive necessary training to insure the safety of the child and to meet the needs of these identified children.
Emergency records/supply kits:	<p>ECLC – parent information sheets are kept in a binder in the bag which also contains the First Aid kit and emergency supplies. PS Before School Care - parent information sheets are kept in the sign-in binder in ECLC. PS After School Care - parent information sheets are kept in the sign-in binder in ECLC. After School Care – parent information sheets are kept in a binder in the bag which also contains the First Aid kit and emergency supplies. MEDICATIONS – Medications, which are kept in a secure location during childcare, will be taken from the center by staff, along with the permission to dispense and medication usage logs, in the event of an evacuation or a shelter in place relocation.</p>
Notifications:	The center director or the onsite supervisor will make the decision to lockdown the building based on information available at the time of the emergency situation. Staff will be notified over the phone-paging system or, possibly, face-to-face, depending on the situation at hand. Children will be notified at the time that the lock down takes place. The center director or onsite supervisor will notify emergency services via telephone. As soon as the children are situated safely in lock down locations and the danger has passed, parents will receive phone calls informing them of the location of their children. The center director or onsite supervisor will make the decision to return to the regular center locations in the school building after conferring with the appropriate first responders and emergency personnel on the scene.
Additional:	

Event	Emergency Plan for Earthquake
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Steps you will take:	<p>As a general rule, children will not be moved to alternate locations when the shaking of an earthquake commences. If the children are indoors, they will stay indoors; if outside, stay outside.</p> <p>During an earthquake: Inside</p> <ol style="list-style-type: none"> 1. Help the students take cover under a sturdy desk or table, in a sitting or kneeling position, while shielding one's face with one forearm and the back of the head with the other. One may also move to an inside wall. Stay away from glass windows and outside doors. 2. Remain calm and listen for directions. 3. Do not evacuate until evacuation routes have been checked and are determined to be safe. <p>During an earthquake: Outside</p> <ol style="list-style-type: none"> 1. Move away from buildings, utility wires and poles, trees, debris, and areas subject to falling glass. 2. If threatened by falling debris, assume a sitting or kneeling position while shielding one's face with one forearm and the back of the head with the other. 3. Remain calm and listen for directions. 4. Do not evacuate until evacuation routes have been checked and are determined to be safe.
Evacuating children and staff with limited mobility, special needs or chronic medical needs:	<p>Any child at the center with functional or access needs will receive assistance during evacuation or relocation emergency procedures from childcare staff members. Staff will receive necessary training to insure the safety of the child and to meet the needs of these identified children. Take any necessary medications along as well as permission to dispense and medication usage logs.</p>
Emergency records/supply kits:	<p>ECLC – parent information sheets are kept in a binder in the bag which also contains the First Aid kit and emergency supplies.</p> <p>PS Before School Care - parent information sheets are kept in the sign-in binder in ECLC.</p> <p>PS After School Care - parent information sheets are kept in the sign-in binder in ECLC.</p> <p>After School Care – parent information sheets are kept in a binder in the bag which also contains the First Aid kit and emergency supplies.</p> <p>MEDICATIONS – Medications, which are kept in a secure location during childcare, will be taken from the center by staff, along with the permission to dispense and medication usage logs, in the event of an evacuation or a shelter in place relocation.</p>
Notifications:	<p>The center director or the onsite supervisor will make the decision to evacuate the building based on information available at the time of the emergency situation. Staff will be notified over the phone-paging system or, possibly, face-to-face, depending on the situation at hand. Children will be notified at the time that the lock down takes place. The center director or onsite supervisor will attempt to contact first responders via telephone to determine the extent of the damage to the infrastructure of the city. Parents will receive phone calls informing them of the situation at the center and the location of their children should we need to evacuate the center and go to the church building. The center director or onsite supervisor will make the decision to return to the regular center locations in the school building after conferring with the first responders on the scene.</p>
Additional:	

10. Cyber Security and Back-Up Records: Provide information about your procedures for protecting electronic records as well as having back-up copies of records.

Protecting your computer hardware	<p>The Mississippi Bend Area Education Agency maintains a firewall that protects our computer network and hardware.</p> <p>Computers in ECLC are locked in a file cabinet daily at the day's end.</p> <p>Before School Care and After School Care to not have computers.</p>
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Protecting your computer software	The Mississippi Bend Area Education Agency maintains a firewall that protects our computer network and hardware. Original discs for programs loaded onto computers and used for child care purposes are in a locked location in the school's server room.
If your computer is destroyed, critical documents are maintained and available	Critical documents pertaining to both the facilities and employees are maintained and available in the main office of the school. Fire proof filing systems are maintained in this location. Computer files backup is provided through i-Drive.
Back-up records, including a copy of insurance policies, facility plans, bank account records and computer back-ups stored in a secure location (fire/water resistant safe)	On Site: Paper copies of student registration and medical consent forms are on file in the school office. Back-up records, including a copy of insurance policies, facility plans, bank account records and computer back-ups stored in the assistant principal's office in file cabinets.
	Off Site: A USB drive on which are stored back-up records, including a copy of insurance policies, bank account records, facility plans, and computer back-ups are stored in a fire/water resistant safe.
Providing continuity if accounting and payroll records are destroyed	Software accounting records are backed-up to a USB drive and stored in a fire/water resistant safe. Payroll records are maintained in an off-site location on the school's campus (the church office.)

11. Continuity of Operations/Recovery: Planning for an emergency or disaster also includes thinking about what issues you may have and what resources you will need after an emergency or disaster. The goals of continuity of operations/recovery are to:

- Rebuild your facility/building and restore services as quickly as possible;
- Meet the needs (physical, health and emotional) of children, families and staff; and
- Provide a supportive and caring environment that brings normalcy back into children's lives

Reopening your facility	Reopening/rebuilding of our child care programs and/or facilities would be accomplished with the guidance of the parish and diocesan offices.
Alternate location for your program:	Off-site: We would engage the support of local Catholic schools and community child care programs as alternate locations for our programs if the building is not accessible. We maintain 10 DHS licensed areas for our 3 child care programs. We would move the program(s) to an alternate location in the building if the original building site for the program was inaccessible.
Displaced families:	Families displaced by a major emergency will be referred to the social services supported by the Catholic church in the dioceses for food, clothing, and shelter.
Communication systems:	If the school building's telephone system is not accessible, we will use staff cell phones to contact parents. Because we are located on a large campus, we will also attempt to utilize the church's phone system.
Displaced staff:	Staff displaced by a major emergency will be referred to the social services supported by the Catholic church in the dioceses for food, clothing, and shelter.
Support networks to cope with trauma:	Genesis Employee Assistance Program The American Red Cross Catholic Diocese of Davenport National Guard Davenport Police Department Scott County Emergency Management FEMA

STAFF ORIENTATION PLAN

HIRING COMPETENT EMPLOYEES

Each applicant must complete an application as well as an interview with the center's director and experienced staff members. The applicant must be qualified in all sections of the state guidelines in Chapter 109.6. All applicants are required to meet the standards outlined in the New Teacher Training as well as the On-Going Training listed below. The applicant will also be informed of the requirements of working in a Catholic school environment.

CHILDCARE STAFF/SUBSTITUTE ORIENTATION/TRAINING

441—109.7(237A) Professional growth and development

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

109.7(1) Required training within the first three months of employment.

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

- a. Two hours of Iowa's training for mandatory reporting of child abuse.
- b. At least one hour of training regarding universal precautions and infectious disease control.
- c. Certification in American Red Cross, American Heart Association, American Safety and Health Institute, or MEDIC First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) or equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.
- d. Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization, including the American Red Cross, American Heart Association, the National Safety Council, the American Safety and Health Institute, or MEDIC First Aid or an equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.
- e. Minimum health and safety trainings, approved by the department, in the following areas and every five years thereafter:
 - (1) Prevention and control of infectious disease, including immunizations.
 - (2) Prevention of sudden infant death syndrome and use of safe sleep practices.
 - (3) Administration of medication, consistent with standards for parental consent.
 - (4) Prevention of and response to emergencies due to food and allergic reactions.
 - (5) Building and physical-premises safety, including identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic.
 - (6) Prevention of shaken baby syndrome and abusive head trauma.
 - (7) Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event.
 - (8) Handling and storage of hazardous materials and the appropriate disposal of bio contaminants.
 - (9) Precautions in transporting children.Minimum health and safety training may be required prior to the five-year period if content has significant changes which warrant that the training be renewed.

109.7(2) Center directors and all staff.

- a. During their first year of employment, all center directors and all staff shall receive the following training:
 - (1) Ten contact hours of training from one or more of the following content areas:
 1. Planning a safe, healthy learning environment (includes nutrition).

2. Steps to advance children's physical and intellectual development.
3. Positive ways to support children's social and emotional development (includes guidance and discipline).
4. Strategies to establish productive relationships with families (includes communication skills and cross-cultural competence).
5. Strategies to manage an effective program operation (includes business practices).
6. Maintaining a commitment to professionalism.
7. Observing and recording children's behavior.
8. Principles of child growth and development.

(2) Training received for cardiopulmonary resuscitation (CPR), first aid, mandatory reporting of child abuse, and universal precautions shall not count toward the ten contact hours. A provider shall not use a specific training or class to meet minimum continuing education requirements more than one time every five years.

(3) Staff who have completed a comprehensive training package of at least ten contact hours offered through a child care resource and referral agency or community college within six months prior to initial employment shall have the first year's ten contact hours of training waived.

b. Following their first year of employment, all center directors and all staff shall:

(1) Maintain current certification for Iowa's training for the mandatory reporting of child abuse; infant, child and adult CPR; and infant, child and adult first aid.

(2) Receive eight contact hours of training annually from one or more of the content areas listed in subparagraph 109.7(2)"a"(1). A provider shall not use a specific training or class to meet minimum continuing education requirements more than one time every five years.

(3) Center directors and on-site supervisors shall receive eight contact hours of training annually from one or more of the content areas listed in subparagraph 109.7(2)"a"(1).

c. Initial training obtained as identified in paragraph 109.7(1)"e" may be counted toward annual training hours during the year of employment in which the training is taken.

d. Training identified in paragraph 109.7(1)"e" shall not count towards annual professional development more than once.

109.7(4) Training plans. Training shall supplement the educational and experience requirements in rule 441—109.6(237A) and shall enhance the staff's skill in working with the developmental and cultural characteristics of the children served.

109.7(5) Substitution. A provider who submits documentation from a child care resource and referral agency that the provider has completed the Iowa Program for Infant/Toddler Care (IA PITC), ChildNet, or Beyond Business Basics training series may use those hours to fulfill a maximum of two years' training requirements, not including first-aid and mandatory reporter training.

109.7(6) Approved training.

a. The training must be conducted by a trainer who is employed by or under contract with one of the following entities or who uses curriculum or training materials developed or obtained with the written permission of one of the following entities:

- (1) An accredited university or college.
- (2) A community college.
- (3) Iowa State University Extension.
- (4) A child care resource and referral agency.
- (5) An area education agency.
- (6) The regents' center for early developmental education at the University of Northern Iowa.
- (7) A hospital (for health and safety, first-aid, and CPR training).

(8) The American Red Cross, the American Heart Association, the National Safety Council, or Medic First Aid (for first-aid and CPR training).

(9) An Iowa professional association, including the Iowa Association for the Education of Young Children (Iowa AEYC), the Iowa Family Child Care Association (IFCCA), the Iowa After School

Alliance, and the Iowa Head Start Association.

(10) A national professional association, including the National Association for the Education of Young Children (NAEYC), the National Child Care Association (NCCA), the National Association for Family Child Care (NAFCC), the National After School Association, and the American Academy of Pediatrics.

(11) The Child and Adult Care Food Program and the Special Supplemental Nutrition Program for

Women, Infants and Children (WIC).

(12) The Iowa department of public health, department of education, or department of human services.

(13) Head Start agencies or the Head Start technical assistance system.

(14) Organizations that are certified by the International Association for Continuing Education and

Training (IACET).

b. Training received in a group setting must follow a presentation format that incorporates a variety of adult learning methods. The material or content of the training must be obtained from one of the entities listed in paragraph "a" or an entity approved under paragraph "g." Approved training shall be made available to Iowa child care providers through the child care provider training registry beginning July 1, 2009.

c. Training received in a group setting may include distance learning opportunities such as training conducted over the Iowa communications network, on-line courses, or Web conferencing (webinars) if:

(1) The training meets the requirements in subrule 109.7(7);

(2) The training is taught by an instructor and requires interaction between the instructor and the participants, such as required chats or message boards; and

(3) The training organization meets the requirements listed in this subrule or is approved by the department.

d. The department will not approve more than eight hours of training delivered in a single day.

e. The department may randomly monitor any state-approved training for quality control purposes.

f. Training conducted with staff either during the hours of operation of the facility, staff lunch hours, or while children are resting must not diminish the required staff ratio coverage. Staff shall not be actively engaged in care and supervision and simultaneously participate in training.

g. A training organization not approved by the department may submit for review to the department a request for child care training approval. All approvals, unless otherwise specified, shall be valid for five years. The department shall issue its decision within 30 business days of receipt of a complete request.

109.7(7) Elements of training. Training provided to Iowa child care providers shall offer:

a. Instruction that is consistent with:

(1) Iowa child care regulatory standards;

(2) The Iowa early learning standards; and

(3) The philosophy of developmentally appropriate practice as defined by the National Association

for the Education of Young Children, the Program for Infant/Toddler Care, and the National Health and Safety Performance Standards.

- b. Content equal to at least one contact hour of training.
- c. An opportunity for ongoing interaction and timely feedback, including questions and answers within the contact hours.
- d. A certificate of training for each participant that includes:
 - (1) The name of the participant.
 - (2) The title of the training.
 - (3) The dates of training.
 - (4) The content area addressed.
 - (5) The name of the training organization.
 - (6) The name of the instructor.
 - (7) The number of contact hours.

109.7(8) Training for supervisors and designees. The director, on-site supervisor, and any person designated a lead in the absence of supervisory staff shall have completed all preservice/orientation training outlined in sub rule 109.7(1).

All staff will be trained in the Protecting God’s Children Diocesan program (www.virtus.org)

New Employee Orientation Checklist

Employee Name: _____

Position: _____ Hire Date: _____

Date:	<ul style="list-style-type: none"> • Review center’s written policies (parent handbook, staff handbook, written emergency plans, etc.) with new employee.
Date:	<ul style="list-style-type: none"> • Provide new employee with a copy of the written staff handbook.
Date:	<ul style="list-style-type: none"> • Review DHS licensing requirements with new employee including but not

	limited to substance abuse, staff ratio requirements, daily contact with children, first-aid kit, smoking policy, and emergency plans.
Date:	<ul style="list-style-type: none"> Review administrative procedures with new employee including but not limited to keys, secure entrance, mail, purchase requests, office supplies, telephones, cell phone usage while at work, picture ID badges, and expense reports.
Date:	<ul style="list-style-type: none"> New employee receives tour of entire facility (including all primary and secondary exits). Introductions with staff.
Date:	<ul style="list-style-type: none"> Review initial job assignments.
Date:	<ul style="list-style-type: none"> Review professional training requirements.
Date:	<ul style="list-style-type: none"> Review job description and performance expectations and standards.
Date:	<ul style="list-style-type: none"> Review job schedule and hours.
Date:	<ul style="list-style-type: none"> Review payroll procedures.
Date:	<ul style="list-style-type: none"> Review child care center specifics including food table preparation, diaper changing procedures, hand washing, weather watch, incident reports, taking photographs of children, fee policies, universal precautions, and reporting communicable diseases.
Date:	<ul style="list-style-type: none"> Review identifying and reporting policies for child abuse with any new employee within 30 days of hire.
Date:	<ul style="list-style-type: none"> Review general child development information including discipline policies, basic nutrition standards, and developmental expectations for different age groups.
Date:	<ul style="list-style-type: none"> Review all emergency plans including fire, tornado, flood, intruders in center, intoxicated parents, lost or abducted children, blizzards, power failures, bomb threats, chemical spills, earthquakes or disasters that could result in structural damage, medical emergency, dental emergency, and nuclear disaster.
Date:	<ul style="list-style-type: none"> Additional items reviewed:

When orientation checklist is fully completed, sign and date.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Iowa Child and Adult Care Food Program – Child Meal Patterns

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

	<u>1-2 years old</u>	<u>3-5 years old</u>	<u>6-12 years old</u>
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

	<u>1-2 years old</u>	<u>3-5 years old</u>	<u>6-12 years old</u>
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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.

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.

See the Handy Guide to Creditable Foods List for amounts at: [CACFP Center Handy Guide to Creditable Foods 5-2021\(4\) RH Accessible Doc.pdf](#)

Child and Adult Care Food Programs – Best Practices: https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_factBP.pdf

ECLC Parent Termination of Services

Child's Name: _____
(Please print)

Parent/Guardian Name: _____
(Please print)

As per the ECLC/Daycare agreement/contract, parents agree to provide a four week advance notice of



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termination of the child care services agreement/contract. From the parent perspective, having signed the contract obligates the parent to at least four weeks of payment, even if the child is withdrawn from childcare or never even starts. If a parent chooses to withdraw the child before the four week time period is complete, the parent is still responsible for four weeks' payment beginning at the time of notifying the school in writing of the desire to terminate the contract. Exceptions to the four week advance notice may be granted for an unexpected change in employment status or if the family finds a replacement to take the child's spot.

This form serves as notification that I am terminating the childcare services agreement/contract with four weeks advance notice, as required.

My child's last day of care will be _____, or my child will not begin services.
(date)

Reason for termination:

Signature: _____

Date: _____

Request for Emergency Assistance/Relief for Early Childhood Learning Center Payments

Parent/Guardian Last Name: _____ First Name: _____

Address: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Are you a member of Our Lady of Victory? ___ Yes ___ No Another Catholic parish?: _____

Children attending Scott County Catholic K-12 schools, Catholic pre-schools, JFK's ECLC:

Student: _____ School _____ Grade _____

Student: _____ School _____ Grade _____

Student: _____ School _____ Grade _____

Student: _____ School _____ Grade _____

Student: _____ School _____ Grade _____

Total number of persons in household, including students listed above: _____

Number of persons in the household with an income: _____

Normal household income: _____

Briefly describe the circumstances which are leading to this request for assistance/relief from the normal ECLC payment plan (please use the back, if necessary):

Do you have access to worker's compensation? ___Y ___N At what percentage of normal income? _____

Do you have access to disability insurance payments? ___Y ___N At what percentage of normal income? _____

Are you collecting unemployment payments? ___Y ___N At what percentage of normal income? _____

Are you receiving any form of government assistance? ___Y ___N At what percentage of normal income? _____

What is the assistance/relief that you are seeking? Please be as specific as possible so that a plan can be determined.

Signature: _____ Date: _____

Office Decision: