



# MARY J TREGLIA COMMUNITY HOUSE PRESCHOOL POLICIES

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Serving children ages 3-5 years' old  
Classes are offered Monday – Thursday during the school year  
and summer sessions  
Full day option: 8:00 am-3:00 pm  
Half day option: 8:00 am-12:00 pm

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## MISSION STATEMENT

**Our mission is to welcome, educate, empower, and advocate for new Siouxland families.**

The family is the primary and most fundamental influence on children. Quality preschool services and programs build upon and strengthen the role of the family. These services will be available to children and parents with the intent of strengthening the family’s system. A special emphasis is to serve new Siouxland families.

## INTRODUCTION TO THE COMMUNITY HOUSE

Mary J Treglia Community House is a non-profit organization serving new Siouxland families. We have regular opening times Monday – Friday. At times there are special events during the week and on week-ends. The Community House is open to all persons regardless of race, nationality, religion, political affiliation, disability, gender orientation.

We offer a variety of programs to help new Siouxland families gain independence and self-sufficiency. Our programs include English Language classes at several different levels, acculturation classes, citizenship classes, computer classes, a preschool, family services and immigration legal services. We encourage persons to make appointments to meet with an appropriate staff person to help them with their question or concern.

We charge low fees to make it possible for clients to access our services and at the same time keep our doors open. In certain circumstances we waive the fees. Mary J Treglia Community House is a smoke free environment.

## PURPOSE AND OBJECTIVES OF THE PRESCHOOL

The philosophy at Mary J Treglia Community House’s Preschool is to focus on all areas of development. Primary emphasis is placed on the social emotional development through play, dramatic play, creative play and planned experience, which minimizes competition, encourages

successful outcomes, increases self-esteem and encourages cooperation. Studies have shown if a child behaves pro-socially and has a strong self-identity and self-esteem, he or she will achieve in school to his or her ability. We also emphasize a language rich environment to support the development of English language skills, including support for English Language Learners.

**Parent Engagement:** Parents are the most important teachers for their child(ren). We emphasize parent engagement and communicate and meet regularly with the parents to share information about child development and provide positive parenting information, techniques, and strategies to empower families.

## PRESCHOOL SPECIFIC POLICIES

### CURRICULUM

The curriculum framework is based on the Creative Curriculum, GOLD Assessment, the State of Iowa Board of Education Early Learning Standards, and each student's Individual Education Plan – IEP (if applicable). Plans are tailored to meet each individual student's educational needs.

#### **Creative Curriculum Philosophy**

At the heart of the Teaching Strategies approach to early childhood education is The Creative Curriculum®, the country's leading scientifically based, comprehensive curriculum for programs serving children from birth to age 5. We believe that curriculum should be integrated with high-quality assessment, professional development, and family connection resources to create a well-rounded program that addresses the needs of early childhood education professionals, children, and their families. The Creative Curriculum® promotes children's social-emotional development and learning in the core areas of literacy, mathematics, science, and social studies. It combines the latest research and the freshest ideas into a forward-thinking approach to learning--one that honors creativity and respects the role that teachers play in making learning exciting and relevant for every child in their classrooms. With The Creative Curriculum®, positive outcomes for all children are promoted, including English-language learners, children with disabilities, and advanced learners. More information on Creative Curriculum can be found at [www.teachingstrategies.com](http://www.teachingstrategies.com).

The Curriculum objectives include the following areas:

Social-emotional, physical (fine motor and gross motor), language, cognitive, literacy, mathematics, science and technology, social studies, and arts.

#### **Creative Curriculum Assessment: GOLD**

Assessment information is essential for individualizing instruction for young children. The GOLD system supports teachers and promotes appropriate teaching practices that help all children build the foundation they need for school success. Skills measured by GOLD encompass the objectives in all areas of development and learning. The classroom staff observes individual children over time and maintains records for each child and completes the skill level ratings. The teacher interprets the results and uses them in planning daily activities and determining

the needs of each individual child. At least twice a year families will have a conference with the classroom teacher where a family report will be shared. This report describes the child's development in the above listed areas.

Family involvement is crucial. During conferences, home visits, and through daily communications, classroom staff will seek information from families about the skills and behaviors their child demonstrates at home. The information gathered from families is used in the assessment process. Teaching staff and families will work closely to support each child's development.

The preschool also administers the Ages & Stages Questionnaire at the beginning and the end of the school year or the summer session. This tool helps screen young children for developmental delays and determines if further evaluation through special education experts would be beneficial. The preschool works closely with the Northwest Area Education Agency (AEA) with parental permission.

## ENROLLMENT

The preschool is open for children ages 3 – 5 regardless of race, nationality, religion, political affiliation, disability, gender orientation. Interested parents can visit with the teaching staff to learn about the program. They can then request an application form and submit the necessary documents including health and medical forms. Necessary forms include the child's emergency contacts, preference of emergency medical and dental services, specific health and medical needs of a child, authorized persons to pick up, parent authorization of out-of-center activities, and a written emergency plan in case of allergic reaction. Once a child is accepted into the program, parents will receive orientation to the program and sign the parent handbook/policy manual. If there is a wait list, children of low-income families and English Language learners will be given priority.

If a child attends more than one year, parents will have to update the information in their child's file at the beginning of the new school year.

## ATTENDANCE

***Help your child succeed!*** We emphasize the habit of good attendance. Educational research shows that daily attendance is linked to academic success. Students who participate in daily activities are more successful in all academic areas. Daily attendance also helps students build positive relationships with other students and adults in the classroom. The Iowa Department of Education monitors student attendance. The goal of the preschool classroom is to maintain 96% attendance. If your child's attendance falls below 90%, you will be required to meet with the preschool director. If there is a wait list and attendance continues to fall below 90% (unless there is a valid reason like an extended illness), the child might lose its space in the preschool program.

## ARRIVAL AND DEPARTURE

Parents or caregivers are required to bring their child to the preschool room and sign them in as well as sign them out at the end of the school period. Only persons that are authorized to drop off and pick up are able to do so. If they are delayed, they need to inform the preschool immediately. Staff will begin contact with guardians 5 minutes after class. In the event that a child is not picked up within 30 minutes after the end of their class, and all attempts to contact the parent/guardian and other emergency contacts have been unsuccessful, the staff will contact the local police.

A court order must be on file for un-authorization of pick up. When a child is unable to attend, parents need to notify us by phone at the front desk. Upon arrival, staff will complete a visual health assessment of the children.

## CHILDREN'S FILES/CONFIDENTIALITY

Each child will have a file with the following forms needed:

- Family information and emergency contact(s)
- Permission for emergency medical and dental services
- Health and medical needs including any prescribed treatments
- Written emergency plan for children with allergies (copy shall accompany child if we leave the premises)
- Physical Examination (Iowa law requires that a current - within 12 months- physical examination signed and dated by child's physician is on file upon enrollment)
- Signed and dated Immunization Certificate
- Parent authorization of persons to whom the child may be released
- Documents of child incidents and accidents
- Parent authorization for attendance at preschool sponsored field trips and non-preschool activities
- Parent permission to take photographs of child and family
- Parent/Teacher Conference reports

Files are confidential and kept in locked cabinets. Parents can have access to their child's file upon request.

## HEALTH INFORMATION

### **CPR/FIRST AID**

All regular classroom staff will receive CPR and infant/child or pediatric first aid training and at least one staff member with this training will be present at all times while the class is in session. A fully equipped first aid kit is readily available and a first aid kit will be taken along when the class goes to the outside play area or on a field trip.

## CHILD EXCLUSION POLICY

**\*A child should be temporarily excluded from care when the child's illness causes one or more of the following:**

Prevents the child from participating comfortably in activities.

A need for care that is greater than the staff can provide without compromising the health and safety of other children.

An acute change in behavior; lethargy, lack of responsiveness, irritability, persistent crying, difficult breathing, or a quickly spreading rash.

Fever and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea) in infants other than 2 months of age.

A fever is defined as:

For a child older than 2 months, a fever is a temperature that is above 100 degrees F by any method.

**Children will be excluded from the center temporarily in the event of a communicable disease.**

A communicable disease shall be any condition spread:

- A. Indirectly through the intestinal tract
- B. Indirectly through the respiratory system (coughing and sneezing)
- C. Through direct contact (touching)
- D. Purpose:
- E. To keep the classroom environment a healthy place for children and staff
- F. To prevent the spread of disease
- G. Staff will observe children with the following symptoms:
- H. Temperature (above 100 F.)
- I. Nausea, vomiting, or loose stools
- J. Red and/or unusual drainage from eyes
- K. Unusual spots or rashes
- L. Scabies
- M. Ear drainage

Children with any of these symptoms should be sent home as soon as possible. The family will be contacted for pickup and the child will be resting in a quiet area away from the other children and kept comfortable.

**Our preschool will provide families with verbal and/or written notification of communicable diseases.**

Families of children who may have been exposed to a child with a communicable disease or reportable condition will be informed about the exposure according to the recommendations of the local health department. Exposures to communicable diseases will be posted by the main classroom door.

**CHILDREN MAY RETURN TO THE CLASSROOM WHEN:**

- A. Temperature is normal for 24 hours
- B. Vomiting/diarrhea has stopped for 24 hours
- C. Drainage from the eye(s)/ear(s) has cleared/  
condition has been treated by a physician
- D. Contagious type rashes are cleared (many rashes are not contagious)

## PROCEDURE FOR HANDLING AND ADMINISTERING MEDICATIONS

I. Some students may need medication to participate in their educational program. Emergency and non-emergency medication shall be administered when the student's legal guardian and prescribing physician annually provides a signed and dated written statement requesting medication administration at school, and the medication is in the original labeled container, either as dispensed or in the manufacturer's container.

### II. Individuals Who Administer Medication

Students who have demonstrated competency in administering their own medication may self-administer their medication with written authorization from their legal guardian and prescribing physician.

A child care staff member shall not provide medications to a child if the staff member has not completed preservice/orientation training that includes medication administration.

### III. Required Documentation

1. A written medication administration record shall be on file at the school, including the following: date; student's name; prescriber or person authorizing administration; medication; medication dosage; administration time; administration route; signature and title of the person; administering medication; and any unusual circumstances, actions, or omissions.

2. All medications shall be stored in their original containers, with accompanying physician or pharmacist's directions and label intact and stored so they are inaccessible to children and the public. Nonprescription medications shall be labeled with the child's name. For every day an authorization for medication is in effect and the child is in attendance, there shall be a notation of administration including the name of the medicine, date, time, dosage given or applied, and the initials of the person administering the medication or the reason the medication was not given.

In case of medications that are administered on an ongoing, long-term basis, authorization shall be obtained for a period not to exceed the duration of the prescription.

3. Medication misadministration will be reported immediately to the designated program personnel and parent. Written documentation of the error should be placed in the child's file.

4. The designated personnel will establish a date when unused medication will be sent home with the child, and that date will be provided in writing to the parent through letter. Parents wishing to arrange other options, such as picking up the medication directly, must contact the designated personnel.

IV. Natural/herbal products and nutritional/dietary supplements will not be administered without written documentation from a healthcare provider. Not administering a product and/or supplement in school does not prevent parents from administering it at home or coming to school to administer it themselves.

V. Medication information is confidential information. All medical records are kept under lock separate from other records.



## PROCEDURE OF STANDARD PRECAUTIONS TAKEN TO PREVENT CONTACT WITH BODILY FLUIDS

Staff will follow the standard precautions for child care recommended by the Centers for Disease Control and Prevention in handling fluid that might contain blood or other body fluids. Standard precautions require treating all blood, fluids that may contain blood or blood products, and other bodily fluids as potentially infectious. The instructions for implementing standard precautions are:

- Spills of body fluids, feces, nasal and eye discharges, saliva, urine and vomit should be cleaned up immediately.
- Use a barrier such as nonporous gloves (e.g., latex or vinyl) or sufficient quantity of paper or cloth to clean it up without hand contact with the spilled material.
- Be careful not to get any of the fluid you are handling in your eyes, nose, mouth or any open sores you may have.
- Clean and disinfect any surfaces, such as countertops and floors, on to which body fluids have been spilled.
- Discard fluid contaminated material in a plastic bag that has been securely sealed.
- Mops used to clean up body fluids should be cleaned, rinsed with a disinfecting solution, wrung as dry as possible, and hung to dry completely.
- Be sure to wash your hands after cleaning any spill.

Reference: *American Academy of Pediatrics, "Model Child Care Health Policies," 4th Edition, 2002, p. 20.*

## INCIDENTS

Parents will be verbally notified on the day of the incident (injury, changes in health status, behavioral concerns). A written report is provided to the parent or guardian and retained into the child's file. Also refer to the Emergency Plans.

## HANDWASHING

Staff is required to wash hands after bathroom use (whether assisting children or using it themselves) as well as before handling any food during snack preparation and serving, and also after outdoor activity.

Children are required to wash hands after bathroom use, before eating, and after outdoor activity.

## HOLIDAY POLICY

We serve a diverse population from different cultures and faith traditions. Therefore, we will celebrate a variety of holidays in communication with parents. If a family is not able to celebrate a specific holiday because of their beliefs, we will not celebrate this holiday during school hours so no child will have to be excluded.

Families celebrate birthdays in many different ways and some cultures/faith traditions do not celebrate birthdays. Therefore, we will not emphasize birthdays. Parents are asked to talk with the teaching staff before bringing treats to the preschool.

## BUILDING

The classroom has 739 sq. feet and can accommodate up to 18 children (minimum of 35 square feet of usable space per child). Besides the classroom, there is a gym that can be utilized regularly by the preschool. An outside play area is available.

## ACCESS TO THE PRESCHOOL ROOM

The classroom is in the Mary J Treglia Community House building and secured by doors from the rest of the building. The building itself has security doors with monitoring.

The doors to the preschool classroom are locked during class times to ensure safety. However, parents are invited to visit and participate in activities in the preschool room. Please advise teaching staff before class time. Keep in mind that the presence of a parent may result in changes of children's behaviors in the classroom. We ask that parents keep children's learning and personal needs in mind. Parents are expected to participate in classroom activities. Please refrain from cell phone use and adult conversations. If you have questions regarding your child's learning experience the teaching staff will be happy to meet with you outside of class.

Other visitors need permission from the preschool director and/or lead teacher. Parents, volunteers and substitutes receive orientation and sign the confidentiality policy.

The classroom has an exit door to the playground.

## EMERGENCY DRILLS

Fire drills, tornado drills and intruder drills will be practiced regularly each month and posted in the classroom near the first aid kit. In the event of a fire, the classroom will evacuate to the park across the street, or to Mary Elizabeth Childcare Center and Preschool (814 Court Street; 712-258-1605), if necessary. In the event of a tornado, the classroom will evacuate to the inner room kitchen. Emergency diagrams are posted in each hallway and the classroom. Emergency numbers are posted. Staff is trained annually on emergency procedures.

A phone will be available at all times.

## DISCHARGE POLICY

Failure to meet the following requirements will result in the discharge of child from the preschool: failure to meet the center policies, failure to pay (2 weeks). If a child is found harmful to other children or adults, they may be discharged from the program.

## FEE POLICY

Fees are based on a sliding scale for parents depending on their income. We use the Government Poverty Guidelines to determine what parents pay. If siblings are enrolled, the second child pays 25% less. A non-refundable application fee of \$20.00 is required before acceptance of a child's application. Fees are \$100.00 for each week. If monthly payment is paid

in full, a 5% discount is applied. Scholarships may be available through DHS, SHIP, or Mary J Treglia Community House for those earning less than 200% of the Federal Poverty Guidelines. Scholarship forms are available upon request.

<b>Persons of the Household</b>	<b>200% of Poverty Guidelines</b>
2	\$33,820
3	\$42,660
4	\$51,500
5	\$60,340
6	\$69,180
For each additional person add	\$8,840

## ENSURING CHILDREN’S NUTRITIONAL WELL-BEING

### **Snacks**

The preschool will follow the U.S. Department of Agriculture Child and Adult Care Food Programs guidelines. The program will take steps to ensure food safety in the meals and snacks that are provided. Food that has expired will be thrown out and program staff will be responsible for ensuring the safety of any food brought from the home. Food items for the preschool will be kept in separate locations (in cupboard and refrigerator) from other food. Snack menu?

### **Special Diets**

For children who have special health care needs, food allergies or special nutritional needs, the child’s healthcare provider will send the preschool an individual care plan. For children with special nutritional needs, teaching staff will keep daily documentation of the food that was provided and consumed. The staff will post food allergies in the food preparation area and in an area where food is served to the child. All staff working with children with food allergies or special nutritional needs is informed of the needs and restrictions of the child.

### **Drinking Water**

Clean sanitary drinking water is made available to children throughout the day.

### **Liquids and foods that are hotter than 110 degrees Fahrenheit are kept out of the reach of children.**

Adults shall not consume hot liquids in child care areas. They shall keep hot liquids and hot foods out of the reach of the children. Adults shall not place hot liquids and foods at the edge of a counter or table, on a tablecloth that can be yanked down, or while the adult is holding or working with a child. Electrical cords from coffee pots shall not be allowed to hang within the reach of children. Food preparers shall position pot handles toward the back of the stove.

### **Please do not send food or drink to the preschool with your child.**

If there is a time for special treats, the parent is required to talk with the teacher ahead of time to decide what can be done.

Reference: *American Academy of Pediatrics, "Caring for Our Children: National Health and Safety Performance Standards", 3rd Edition, Standard 4.6.0.2, p. 183.*

## PRECAUTIONS TO PREVENT CHOKING ON FOOD OR CLASSROOM MATERIALS

Staff shall not offer to children under 4 years of age foods that are implicated in choking incidents (round, hard, small, thick, and sticky, smooth or slippery). Examples of these foods are hot dogs (whole or sliced into rounds), raw carrot rounds, whole grapes, hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, spoonful of peanut butter, and chunks of meat larger than can be swallowed whole.

Reference: *American Academy of Pediatrics, "Stepping Stones to Using Caring for Our Children: National Health and Safety Performance Standards", 3rd Edition, Standard 4.5.0.10., p.181*

## CLOTHING

A second change of play clothing is required for all children. Children play with paints and when outside may get dirty. Bathroom accidents can also happen. Play clothing is recommended and all clothing should be comfortable and free of complicated fasteners. Parents are asked to think of the changing weather and dress your child warmly (sweaters, jackets, hats and mittens, etc.) it is much easier to remove an unneeded item than to put on something you don't have. It is helpful to have your child's name in his/her coat and boots to prevent confusion. Parents are asked to check their child's cubby or hook daily for soiled clothing. Children and staff are required to wash hands after bathroom use.

## OUTDOOR POLICY

Children will go outside daily unless the temperature and/or wind chill is 25 degrees or below, or the heat index is 90 degrees or above. Sunscreen (30+ SPF) will be applied on children in the months of May through September. Please provide sufficient coat, hat, mittens, and boots for your child. The staff will try to keep extras on hand. Our program depends on children arriving with all the appropriate clothing for all experiences, indoors and out.

## FIELD TRIPS AND NON-CENTER ACTIVITIES/TRANSPORTATION

Parents will sign a permission statement to allow their child to go on field trips throughout the school year. Teaching staff will have a first aid kit as well as a list of the children, their emergency numbers and a cell phone.

When transportation is needed, parents will be informed ahead of time when such a field trip will take place. The preschool program will rent a van through Siouxland Regional Transit System (SRTS) that is equipped with seat belts.

## POSITIVE GUIDANCE AND DISCIPLINE

The teaching staff will use positive guidance strategies in guiding children's behavior. Self-regulation involves being able to control impulses by not acting; planning and problem solving, and managing feelings. Children learn how to manage their emotions, control their behaviors.

and plan ahead when teachers create a predictable environment and schedule and when teachers are consistent, trustworthy, and respond to each child's strengths and needs. Staff will promote self-regulation and help children experience the benefits of managing their feelings and behavior through: reflective statements, "I" statements, "when..., then..." statements, modeling specific language, offering choices, redirection, changing the environment, and showing while telling.

Reference: *Teaching Strategies, "The Creative Curriculum for Preschool", 6<sup>th</sup> Edition.*

## BITING POLICY

One of our primary goals is to provide a safe and loving learning environment for children. When a biting incident occurs, we take it very seriously and try to find the reason why the child bit and assist the child in developing positive social and emotional skills.

Children will bite for many different reasons. When a child bites another child, we will:

1. Intervene immediately
2. Help the child who was bitten
3. Talk briefly to the child who bit and remove the child from the situation for a brief period of time (to another area of the classroom). We tell the child in a calm but firm voice, "No biting, biting hurts." Or "I do not like it when you bite people. You hurt him/her. S/he's crying."
4. Reinforce positive behaviors
5. Notify parents of all children involved. We will not share the names of the children to protect the privacy of all families.

If the biting continues, we will:

1. Meet with the parents of the child who is biting
2. Assign a person to stay/shadow the child while using all of these techniques; most children resolve the biting behavior. However, should this continue without improvement, we will ask parents to permit referral child to a childcare professional to help with this behavior.

## PARENTS RIGHTS/RESPONSIBILITIES

Each parent with children attending the Mary J Treglia Community House preschool is guaranteed the following rights:

The right to be respected.

The right to be heard.

The right to support in their role as a parent.

The right to be recognized as their child's primary teacher.

The right to reliable, quality child care.

The right to be involved in decisions in their child's program and daily wellbeing.

The right to advocate for their child.

The right to be involved in decision making.

## CHILDREN'S RIGHTS

Each child attending the Mary J Treglia Community House Preschool is guaranteed the following rights:

- The right to be protected.
- The right to feel loved.
- The right to feel accepted.
- The right to have positive role models.
- The right to have a feeling of accomplishment.
- The right to feel they belong.
- The right to be respected and valued.
- The right to feel safe.
- The right to learn responsibility for their own actions.
- The right to learn self-regulation.
- The right to have fun.

## STAFFING AND TRAINING

The preschool director and the teacher will have a bachelor in education degree with preference given to an early childhood education degree. The director will meet all requirements according to Rule 441 IAC 109.6. The Center Director, lead teacher and all other preschool staff (including assistant teachers and aides) will have updated CPR/First AID training, mandatory reporting training as well as universal precautions training.

Ongoing training will be offered and expected. Each staff will have to complete a minimum of 10 hours of continuing education/year in the early childhood education field according to Rule 441 IAC 109.7. Part-time staff will complete the appropriate percentage of this.

Staff orientation will make use of the Iowa QRS *Basic Employee Orientation Checklist Prior to Beginning Work* form (form 470-4307).

The child-staff ratio will be followed at all times during opening hours. At least one person on duty in the center, outdoor play area, or on field trips is over eighteen and has current certification in CPR and first-aid.

Volunteers and substitutes will be at least 16 years old and shall:

- Sign a statement indicating no conviction of any law in any state or record of founded child or dependent abuse
- Sign a statement indicating no communicable disease or other health concern that poses a threat to children
- Sign a statement indicating they have been informed of responsibilities as mandatory reporters

Volunteers and substitutes will undergo the record check process if the person: (1) Is included in meeting the required child/staff ratio. (2) Has direct responsibility for a child or children. (3) Has access to child or children when no other staff is present.

## RECORD CHECKS

All classroom staff has to undergo a record check if  
included in the child/teacher ratio  
has direct responsibility for a child or children  
has access to child or children when no other staff is present

Record checks will be done at a minimum of every two years or when aware of additional child abuse or criminal history that occurs.

Criminal history checks are done at a minimum of every four years or when aware of additional history that occurs.

A sex offender who has been convicted of an offense against a minor and is required to register with the sex offender registry shall not be present on the property without written permission of the director, except for the time reasonably necessary to transport the offender's own child to and from the preschool. (Rule 109.10(16)d)

## CONTROLLED SUBSTANCES AND MEDICATION

All teaching staff, substitutes and volunteers shall be free of the use of illegal drugs and shall not be under the influence of alcohol or any prescription or non-prescription drug that could impair their ability to function.

## APPENDIX

- Staff Training Policy
- Fee Schedule
- Incident Report Form
- Emergency Plan

I have received and reviewed the Handbook:

Parent or Caregiver/Staff Signature

Date

---

Parent or Caregiver/Staff Printed Name

Date

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## **STAFF HANDBOOK**

### **ORIENTATION**

When new staff is hired, they will receive orientation on preschool policies and licensing requirements within the first 30 days of employment. They will receive a copy of this policy handbook.

All staff members will receive orientation using the *Basic Employee Orientation Checklist Prior to Beginning Work, form 470-4307* in compliance with Iowa QRS. The original will be filed in the employee's file, and copy will be given to the employee.

### **STAFF FILES**

Each staff member will have a file with the following forms needed:

A signed copy of the *DHS Criminal History Record Check, Form B*, that was submitted prior to employment.

A copy of *Request for Child and Dependent Adult Abuse Information*.

Copies of the results of Iowa records checks conducted.

Copies of national criminal history check results.

Any Department-issued documents sent to the center, related to records

*Basic Employee Orientation Checklist Prior to Beginning Work, form 470-4307*.

Records of required trainings, updated annually.

Current certifications in first aid/CPR and mandatory child abuse training.

*Child Care Provider Physical Examination Report, form 470-5152*.

Signed confidentiality agreement.

### **STAFF TRAINING POLICY**

The preschool director and the teacher will have a bachelor in education degree with preference given to an early childhood education degree. The director will meet all requirements according to Rule 441 IAC 109.6. The Center Director, lead teacher and all other preschool staff (including assistant teachers and aides) will have updated CPR/First AID training, mandatory reporting training as well as universal precautions training.

Ongoing training will be offered and expected. Each staff will have to complete a minimum of 10 hours of continuing education/year in the early childhood education field according to Rule 441 IAC 109.7. Part-time staff will complete the appropriate percentage of this.

Staff orientation will make use of the Iowa QRS *Basic Employee Orientation Checklist Prior to Beginning Work* form (form 470-4307).

The child-staff ratio will be followed at all times during opening hours. At least one person on duty in the center, outdoor play area, or on field trips is over eighteen and has current certification in CPR and first-aid.

Volunteers and substitutes will be at least 16 years old and shall:

Sign a statement indicating no conviction of any law in any state or record of founded child or dependent abuse

Sign a statement indicating no communicable disease or other health concern that poses a threat to children

Sign a statement indicating they have been informed of responsibilities as mandatory reporters

Volunteers and substitutes will undergo the record check process if the person: (1) Is included in meeting the required child/staff ratio. (2) Has direct responsibility for a child or children. (3) Has access to child or children when no other staff is present.

**STAFF PROFESSIONAL DEVELOPMENT in compliance with 441 IAC 109.7:**

**CONFIDENTIALITY AGREEMENT**

Employees and volunteers will sign a Mary J. Treglia Community House confidentiality agreement prior to entering the preschool classroom. The agreement will be kept on file.