

Welcome to St. Patrick Circle of Care and Clover Patch Preschool/Daycare.

Choosing a quality childcare provider is one of the most important decisions a parent will ever make. It can also prove to be one of the most difficult decisions. Passionate about children's growth, development and achievements, St. Patrick Circle of Care and Preschool/Daycare program is proud to partner with families who share these same goals. We appreciate and understand the rapid pace of today's world and work to ease the stressors that modern families face.

We offer wrap around childcare from 3 years of age up to 8th grade. Our goal is to provide a fun and safe learning environment for your child(ren), while encouraging social, emotional, intellectual, and physical development. Your child(ren) will receive quality personal and individualized care in a warm and loving environment, where they can feel safe and happy and can begin to build confidence and a positive self-image. St. Patrick Circle of Care and Preschool/Daycare is designed to provide both a nurturing atmosphere along with large dedicated areas for the children to actively learn and play in; a stimulating environment with spacious rooms rich in color giving each child an exciting world full of opportunities to explore, learn and grow. Furthermore, we maintain a low teacher to child ratio. Therefore, your child(ren) will receive the kind of close attention they deserve, nurturing a foundation for development and helping to enable your child(ren) to reach their full potential.

The Clover Patch Daycare has a fenced, child friendly yard, equipped with fun and safe playing equipment. For children of all ages we incorporate lots of fun activities into their daily schedule that include arts and crafts, free-play, structured-play, music, song and dance, painting, coloring, various creative and educational projects, and much more. Additionally, we offer a structured preschool/prekindergarten curriculum. Our childcare meets all the requirements established by the State of Iowa. We understand that you are trusting us to care for your child(ren), and we take this responsibility very seriously. We look forward to the opportunity to care for your child, while providing a positive influence in their life. Circle of Care provides a homework area for students.

Mission Statement of the Educational Apostolate-Archdiocese of Dubuque

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to guide

- respond to God's call to personal conversation
- form Christian community
- grow in knowledge and culture, becoming enlightened and enlivened by faith
- shape society in the spirit of Gospel freedom

St. Patrick Circle of Care and Clover Patch Preschool/Daycare

The mission of St. Patrick Circle of Care and Clover Patch Preschool and daycare is to provide peace of mind to parents by offering quality, wrap around childcare and by enhancing the life experiences of children.

OUR PHILOSOPHY

We believe that the first years of a child's life are by far the most important, helping to lay the foundation for all intellectual and emotional development to follow. Through nurturing and individualized attention, we take great care to provide a warm, friendly, and fun environment for your child(ren), while ensuring they receive the guidance and structure they need. We strive to nurture your child's ideas and imagination, acknowledge each child's individuality, and validate each personality. Our goal is to provide a place where children know that they are accepted, loved, protected, and wanted; helping to instill in each child a strong sense of self-worth and purpose. Our job is to make sure that each child has numerous positive experiences and interactions throughout each day. It is our hope that when the day is done, and children go home, they feel happy and proud of themselves; eager to express the happenings of their day to you.

Each and every day we feel privileged to have the opportunity to see the world through the eyes of a child, to join in their laughter, and to be included in their games. Our staff members are very tolerant individuals with an enormous amount of patience. This coupled with their love for children makes them nurturing childcare providers. We understand how difficult it is to leave your child(ren) in someone else's care. Because of this, we can appreciate the trust you must put in us on a daily basis. Therefore, our goal is to build your trust by being professional, dependable, honest, and most importantly caring for your child(ren). We like to keep children smiling and safe.

We feel that good communication between parent/guardian and provider is a very important part of a quality childcare. Because of this, we are committed to creating a strong bond with you and your child(ren), helping to ensure the best start to your child's life. Our goal is that you feel completely confident and reassured when you leave your child(ren) in our care. Each child is different, unique, and special and will be treated as such. These carefree years are far too short. Therefore, we do not rush children through this fun filled time in their lives. Rather, children are encouraged to develop and grow at their own pace. We understand that you are trusting us to care for your child(ren), and we take this responsibility very seriously. We look forward to the opportunity to care for your child(ren), while providing a positive influence in their life.

EARLY CHILDHOOD OUTCOMES---ARCHDIOCESE OF DUBUQUE

Program Expectations:

- *realize each child is unique and is a special child of God
- *enhance development of the whole child in a setting that models Catholic values and beliefs
- *develop experiences that foster feelings of self-worth, self-respect, and love
- *develop a cooperative and supportive teaching partnership between family and school
- *provide an integrated and multi-sensory environment
- *offer a flexible environment for a child to grow in self-expression and non-competitiveness

Children Will Demonstrate:

- a loving relationship with God and all creation
- a positive self-concept, appropriate self-control, and sense of belonging
- a curiosity about the world, confidence as a learner, creativity and imagination and personal initiative
- a relationship of mutual trust and respect with adults and peers, understand perspectives of others, negotiate and apply rules of group living
- a respect for social and cultural diversity for community and social roles
- an appreciation for fine arts, humanities and sciences
- a knowledge about the care of their bodies and maintain a desirable level of health
- the use of language to effectively communicate through writing, and listening
- ideas and feelings through creative play, drama, dance and movement and art
- critical thinking, reasoning, and problem solving
- an understanding of relationships among objects, people and events
- a knowledge of the physical world, manipulate objects for desired effects and cause- and-effect relationships
- competence in management of their bodies using both gross and fine motor skills
- knowledge about God through their giftedness, sense of wonder, love and respect for self and others, awareness of the presence of God in the world
- developing meaningful, learning experiences, facilitate thinking and learning, use language to communicate, sustain a natural curiosity and become an independent
- value and respect individual contributions, cultural identity, heritage, accept and demonstrate empathy, establish cooperative social skills, respect and care for the environment and adapt to a changing world
- how to practice safety procedures, develop motor skills while maintaining physical fitness and learn social skills in a physically active setting.

Curriculum

Our childcare and preschool/prekindergarten programs and curriculum is based on the Creative Curriculum. We believe that children's play is their work. It is the facet through which they learn best. Therefore, we take very seriously the responsibility of appropriate opportunities for learning. We look at the education of your child(ren) as an ongoing process that is part of everything they do. Interest centers are a major part of our program. The program provides a schedule of activities that is flexible, but routine enough for children to feel secure and comfortable.

CHILDCARE PROGRAM/CLASSROOMS

Child development and learning

Children develop confidence, independence, the ability to get along with others, and stimulate curiosity. Children gain skills in the cognitive, language, fine motor, large motor, social/emotional development along with the content areas of literacy, mathematics, science, social studies, and the arts. Children develop skills in how to learn and process skills through daily experiences.

The Learning Environment

The centers will provide a safe and welcoming atmosphere for learning.

Interest areas include: blocks, house corner, table toys, art sand/water, library, music/movement, computer, and outdoors. These areas support children's development.

Teacher's Role

Provide an environment that invites children to observe, to be active, to make choices, and to experiment.

Building a partnership with parents to develop goals and objectives.

Parent's Role

Share knowledge of their child.

Give input and participate in the daily program.

Outdoor Play and Physical Activity

Outdoor play and physical activity is an important part of the child's curriculum and we encourage full participation. The children will play outdoors daily when the weather and air quality conditions do not pose a significant health risk.

Large space encourages children to develop large muscle skill such as running, climbing, skipping, and hopping.

Playground equipment promotes upper and lower body strength, balance, and coordination.

Play enhances social and cognitive development.

Play promotes social skills such as sharing, turn taking and playing cooperatively with each other.

Other ways we incorporate physical activity is through music and movement, the use of the gym and multi-purpose area and other activities incorporated in the classrooms.

Classroom ratios will be maintained whenever we are on the playground or in the gym.

We strive to incorporate 60 minutes of physical activity into our schedule daily.

Please make sure your child(ren) are dressed appropriately for outside play and have sunscreen of SPF 15 or higher for sun protection as needed. Parents provide child's sunscreen.

Childcare Staff

Will be experienced, interested, and knowledgeable

Will respect each child and encourage positive self-esteem.

Will focus on and reward positive behavior.

Will strive to insure the child's day is free from stress and worry.

Volunteers/Students

Occasionally you will see a new face at the center. Students from the high school, and college students will be helping out from time to time. Each has been screened before receiving permission to volunteer.

Child Care Programs and Classrooms

Our childcare programs consist of Circle of Care beginning at 6:45 am until 8:00 am; and from 3:20 until 5:30 pm. Clover Patch Daycare follows the school day from 8:00 am until 3:15 pm.

Three-year olds: 1 caregiver to 8 children

Four-year olds: 1 caregiver to 12 children

Five through 12 year olds: 1 caregiver to 15 children

Preschool only:

2-Day T/TH 8:30 a.m.-11:00 a.m. Must be three by Sept. 15

3-Day M/W/F 8:30 a.m.-11:00 a.m. Must be four by Sept. 15.

4-Day M/T/TH/F 12:15 p.m.-3:05 p.m. must be four by Sept. 15

Preschool and Daycare on Preschool days only (daycare from 8:15 a.m. to 3:15 p.m.).

Preschool (2-Day T/TH 8:30 a.m.-11:00 a.m.) plus daycare T/TH. Must be three by Sept. 15

Preschool (3-Day M/W/F 8:30 a.m.-11:00 a.m.) plus daycare M/W/F. Must be four by Sept. 15

Preschool (4-Day M/T/TH/F 12:15 p.m.-3:05 p.m.) plus daycare M/T/TH/F. Must be four by Sept. 15

Preschool/Prekindergarten Program Components

- Self-Help and Independent Skills
- Language Development
- Motor Skills Development

The experiences received in preschool and prekindergarten which provide for the child's physical, mental, social, and emotional development will promote the following goals:

- To develop a growing sense of responsibility as an individual and member of a group
- To recognize the rights of others, to wait for turns, to listen when others are speaking, and to share equipment.
- To gain satisfaction and independence from their accomplishments.
- To acquire habits of good health and neatness.
- To enjoy music, stories, poems and plays through participation.
- To build language skills by telling and listening to stories, sharing experiences, and participation in dramatic play.
- To develop and improve good background in numbers, reading, language arts, and reading concepts.
- To express ideas by using clay, paints, paper, crayons, and scissors.
- To keep the instructional program flexible so that each child will have an opportunity to progress according to his/her capacity.

Conferences

Conferences will be held each fall and spring for Clover Patch Preschool children.

Absences for Childcare

If your child is unable to attend the center for any reason, we ask that you inform us as far in advance as possible.

Access Policy

Parents/Guardians are invited to visit the center during all hours of operations. If you plan to join your child for lunch please let us know ahead of time so we have you included in our meal count.

Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but others present at the facility.

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have “**unrestricted access**” to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.

Unrestricted access means that a person has contact with a child alone or is directly responsible for the childcare. It is imperative that centers not allow people who have not had a record check assume childcare responsibilities or be alone with children. This directly relates to child safety and liability to the center.

2. Persons who do not have unrestricted access will be under the direct “**supervision**” and “**monitoring**” of paid staff member at all times and will not be allowed to assume any child care responsibilities. The teacher will assume the primary responsibility of supervision and monitoring unless he/she delegates it to the teacher assistant due to conflict of interest with the person.

Supervision means to be in charge of an individual engaged with children in an activity or task and ensure they perform it correctly.

Monitoring means to be in charge of ensuring proper conduct of others.

3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their Site Manager or the school principal to get approval for the person to be on site. If it becomes a dangerous situation, staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on the premise.
4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is a parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
 - a. Shall not operate, manage, be employed by or act as a contractor or volunteer at the childcare center.
 - b. Shall not be on the property of the childcare center without the written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.
 - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the center where the sex offender may be present.
 2. The reason for the sex offender’s presence at the facility.
 3. The duration of the sex offender’s presence.
 4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 5. The written permission shall be signed and dated by the director/principal and sex offender and kept on file for review by the center licensing consultant.

Checking In/Out

All parents are required to check in upon arrival at the sign in area. A staff member will check school age children in and out of school.

Arrival and Departure

Please send your child clean, dressed, and ready for the day. Please do not send food (i.e. half eaten breakfasts, breakfast bars, candy, etc.) or gum with the children. Please never leave without telling your child goodbye, but please make your goodbye brief. You must bring your child into the center. Parents are never to drop a child off and allow him/her to come in the center unattended. At the end of the day, parents should personally inform the staff when taking a child home. No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child. This information will be kept in your child's file. Any court orders disallowing visitation or pick-up by a noncustodial parent must be kept on file in the child's file. Otherwise, we cannot prevent a non-custodial parent from picking up the child. The center closes at 5:30. In the case of an emergency causing a late pick-up, the center must be notified by phone. The fee charged for late pick up is \$5.00 per 15 minutes after 5:30 pm. An emergency contact number must be current and available.

Telephone Numbers

St. Patrick Catholic School – 319-277-6781

Circle of Care at 615 Washington St. after 3:30 p.m. – 319-266-5878

Clover Patch Preschool and Daycare – 319-266-7255

Parking/Drop off

Parking is located in the lot in front of Clover Patch.

Circle of Care morning drop off from 6:45-7:50 a.m. may use the playground area at the 615 Washington Street. The playground is then closed to vehicles from 7:50 a.m. to 5:30 p.m.

ENROLLMENT POLICY / FINANCIAL POLICIES

Admission Policy

The Archdiocesan Educational System maintains a policy of open enrollment in all educational programs. Equal Opportunity/Multicultural Assurances Catholic School and Early Childhood programs are equal opportunity educational institutions; they do not discriminate on the basis of race, color, or ethnic origin.

No person at St. Patrick Catholic School, Clover Patch Preschool or Daycare program, shall on the ground of race, color, age, gender national origin or disability, be excluded from participation in, or be denied the benefits, of, or be subjected to discrimination under any program or activity sponsored by this school/child care center.

Children with special needs will have an individualized assessment to make sure that our program can meet reasonable accommodations for the child without fundamentally altering the childcare program. The assessment will include a visit to the program by the parent and child, with recommendations by the child's physician or a supporting agency.

To enroll your child the following steps are required:

Clover Patch Preschool/Daycare

(1) Contact us to schedule a time for you to visit our center. We will be happy to answer any questions that you may have. During your visit, you will have the opportunity to meet the staff, learn more about what we have to offer. (2) After which time the registration process may begin; consisting of the

parent/guardian handbook, parent/guardian agreement, and various enrollment forms. Once all are read, completed, signed, returned, and the deposit has been paid, your child's space has been reserved.

Deposit

A nonrefundable deposit is required. Your child's spot is not secured until we have received both the deposit and completed registration forms.

Financial Agreement

A financial agreement must be signed and returned upon enrollment. We reserve the right to revise any fees and or policies upon written notification to the parents. Should fee/tuition become delinquent a notice will be sent to parents. Children will not be allowed to attend the preschool and day care programs until financial obligations are met. Accounts are addressed on an individual basis.

Registration

There is an annual set preschool registration fee for parishioners of St. Patrick Church and for non-parishioners. This pertains to new enrollments as well as any return enrollments that have withdrawn. The registration fee is non-refundable.

Waiting List

A waiting list for Clover Patch day care, preschool and prekindergarten is maintained after a section has been filled. Parents are called back on a first-come first serve basis. Families currently enrolled in the center will be offered enrollment options first.

Withdrawal

If you find it necessary to withdraw your child from our program for any reason, we ask that you give us notice in writing. If a child stops coming, and written notice is not given, you will continue to be charged the minimum fee.

Payment of Preschool/Pre-Kindergarten Fees

The preschool/Circle of Care and Clover Patch day care fees are a monthly charge. There is no refund or adjustment for days missed in our preschool or Clover Patch. A payment schedule may be arranged with the St. Patrick Catholic School business office.

DAILY OPERATION

Behaviors/Positive Guidance Policy

We provide a daily routine that is flexible, yet structured, to ensure that children are comfortable with their surroundings and expectations. Children's interactions with one another are carefully monitored, giving us an opportunity to help instill common values within each child. Through sensitivity and understanding we strive to teach each child in our care manners, kindness, and to be respectful towards others and their belongings. When a child displays inappropriate behavior towards others, he or she is encouraged to make amends through a sincere apology; all in a sustained effort to help teach children the basic understanding of right from wrong. Additionally sharing, taking turns, problem solving, and teamwork are stressed with equal importance, so that the children can learn to play harmoniously with one another; helping to lay the foundation for all social interactions to come later in life.

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. One of the ways in which we do this is by the example we, as childcare providers, set. We understand that our actions and reactions speak much louder than our words. The children are explained the rules of the childcare center frequently, so they know what is expected of them. Once a child is old enough to understand the rules and disobeys them, by exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used.

- **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.
- **Positive Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
- **Time-Out:** The child is separated from the group for an age appropriate amount of time (one minutes per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting oneself, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

Dismissal Policy

Occasionally, a child will experience difficulty in adapting to our child care/preschool/prekindergarten environment or abiding by certain rules of behavior in the group setting. If your child should experience some difficulty, corporal punishment including spanking, slapping, and shaking will never be used. A conference will be scheduled with your child's parent/guardian and the director. Conferences will be documented and kept in your child folder. We will work closely with you to see if the problem can be resolved. If a child's behavior continues to be disruptive to the group or to other children's welfare, we reserve the right to ask you to withdraw the child from our program(s).

Biting Policy

Children biting other children is a common and difficult behavior often dealt with in toddler classrooms of a childcare center. Biting often occurs without warning and provokes a strong emotional response in the biter, the victim, the parents, and the other children. Biting occurs for many reasons whether it is teething, lack of language skills, frustration, attention getting, or just simply trying to get a reaction from someone. For many toddlers, the biting stage is a passing problem. For other children, biting is a persistent and chronic problem.

The following plan of action will be used when and if biting occurs.

The child that bites:

- The child who bit is removed from the area with no emotion. The child will be told "no biting", "biting hurts". The caring attention is focused on the child who was bit.
- The child will be redirected to another area to help redirect the negative behavior.
- An observation report will be written and turned into the office. A copy will be given to the parents at the end of the day.

For the child who is bitten:

- The child who is bitten will be comforted and removed from the area of the other children.
- The bite will be washed and first aid administered if necessary.
- An accident report will be written and turned into the office. A copy will be given to the parent at the end of the day.
- If the skin is broken during the bite, his/her parents will be called.

If biting becomes a continued behavior:

- The director will meet with the staff to develop a plan of action.
- the parents will be informed of the concern and of the procedures put into place.
- The staff will shadow the child who has a tendency to bite. Staff will document attempts and occurrences looking at the circumstances surrounding the behavior.
- Children may be transitioned into a different area to change the environment.
- AEA may be called to work with the staff, parents, and the child who bites to offer help or suggestions.

Sometimes it is best for the biter to be removed from the center until the biting stage has passed. Written warning will be given to the parents before this action would take place.

Communication

So we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved.

Dual Parent Reporting

In the case of a child whose parents' marriage has been dissolved or a legal separation has taken place, the name of both parents should be on file according to the Archdiocesan Board of Education.

Field Trip (Preschool)

At Clover Patch Preschool, we are interested in all areas of growth and development in our students. We feel that field trips are an important part in meeting this goal. It is the target and goal of each class (ages 3 and above) to make these outings learning experiences as well as trips for enjoyment and change of pace. These outings may include, but are not limited to, parks or libraries. The following criteria are applied to create uniformity and structure as well as to ensure the safety of our students:

Permission Slip For each field trip, a permission slip will be sent home • when signed by each parent, this form gives us permission to transport the children in one of our vehicles to and from field trips. Parents will be notified of details on departure time and return, the destination and nature of the trip, and, if applicable, the cost, by placing a notice on the classroom door and information sent home with your child.

Ratios — The ratios established and used for each class and age group shall be accompanied by at least one qualifying team member. Before leaving the center, students will be divided into ratio groupings. This shall be done at the discretion of the lead teacher. Each teacher used in ratio will be responsible for a specific group of children throughout the entire field trip.

Emergency Plans — As a precautionary measure, each lead teacher will be responsible for taking the following items on all field trips: first aid kit, permission slips and a cell phone or radio. If an emergency occurs, the on- duty supervisor or director will be immediately notified as well as the child's parents and/or EMS personnel when needed.

Any parent wishing for his/her child not to attend a field trip may request that the child stays behind and that child will be placed with another classroom until his/her class returns. If you are interested in meeting your child on field trips, please see the director for details

Food brought from home

Food may be brought from home for a child less than five years of age if the food is being supplemented to ensure CACFP nutrition guidelines. Food may also be brought from home if a child is of school age. Perishable food brought from home must be contained so as to avoid contamination. Consideration of food allergies should always be a priority. Healthy snacks should always be a priority.

Hand washing

The practice of good hand washing helps with the keeping of infection and illness from spreading. Parents should encourage hand washing as your child enters and leaves the childcare setting everyday. Throughout the day, good hand washing will be practiced before and after meals, after toileting, after projects where hands have become contaminated and after handling animals.

Hours

Circle of Care: 6:45 a.m. to 8:00 a.m.; 3:15 p.m. to 5:30 p.m.

Preschool Daycare: 8:00 a.m. to 3:15 p.m.

Preschool: morning class 8:30 a.m. to 11:00 a.m.; afternoon class 12:15 p.m. - 3:05 p.m.

Preschool and Circle of Care are closed during the following holidays/breaks

Holidays/Vacation

New Year's Day

Martin Luther King or Presidents' Day

Spring Break

Good Friday/Easter Monday

Memorial Day

Labor Day

Thanksgiving Day/Day before/after

Christmas/Christmas break

Teacher in-service days throughout the year

Pets

The center does not allow pets with fur or feathers due to allergies and asthma conditions.

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 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
- 3) The nature and extent of the child's injuries, including any evidence of previous injuries.
- 4) The name, age, and condition of other children in the same home.
- 5) Any other information that 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.
- 6) The name and address of the person making the report.

Legal sanctions for failure to report are as follows:

Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor. Any mandatory reporter who knowingly fails to report is civilly liable for the damages. Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations (Legal Reference 232.73).

To report child abuse anytime, day or night:

Des Moines: 283-9222

Outside Des Moines: 1-800-652-9516 (toll free)

If necessary, the report can be made by calling the toll free statewide child abuse number (1-800-362-2178). However, you are encouraged to call your local number first.

MEALS/SNACKS CLOVER PATCH/CIRCLE OF CARE DAY CARE

We participate in the USDA Child and Adult Care Food Program providing nutritious meals and snacks. We provide morning breakfast, lunch, and afternoon snack. Milk or juice is served with all the meals and snacks, and water is offered throughout the day. Monthly menus are posted on our website for you to review. Children are offered the food, but they will not be forced to eat. Children who choose not to eat will not be served additional food until the next mealtime. Hands are washed before and after meals. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals in order to meet their daily energy needs and to help them build strong bodies and minds. It is important that you notify the office of any diet restrictions or allergies your child may have upon enrollment. We require doctor notification for all food allergies. If your child has a restriction or allergy to a food, we will work with you so you can advise us what foods we can substitute. Food may be brought in for your child as long as it meets the USDA Child and Adult Care

Non-discrimination policy(food service)

It is the policy of the CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4124, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>."

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, or disability. (not all prohibited bases apply to all programs..)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W Whitten Building, 1400 Independence Ave, SW Washington, DC 20250-9410 or call (202) 720-5964 voice and TDD. USDA is an equal opportunity provider and employer.

STATE LICENSING REQUIREMENTS

Clover Patch Preschool/Circle of Care Daycare is licensed and complies with all applicable regulations and standards determined by the Iowa Department of Human Services. These standards relate to the center, staff, health, safety procedures, nutrition, caregiver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our center is subjected to inspection by state and city health, fire and licensing officials.

STUDENT PRIVACY ACT

Clover Patch Preschool/Circle of Care Daycare programs do not send out child information to any outside organizations without written authorization from the parent or guardian.

TOBACCO-FREE GROUNDS

The Clover Patch Preschool/Circle of Care Daycare is a tobacco/nicotine-free environment. No tobacco or nicotine in any form is allowed on the school grounds. (According to state licensing regulations Chapter 109.10(11))

ILLNESS AND INFECTION POLICY

Notice of Disease

Notice of communicable disease or unusual condition will be sent home via a note and posted on the bulletin board at the entrance.

Temperature/Fever

If your child has a temperature of 99 degrees and exhibits any of the symptoms listed below, we will ask that your child be excluded from child care/preschool/prekindergarten. Any child with a temperature over 100 degrees must be excluded with or without symptoms. If a child is sent home with a fever, they must be fever free for 12 hour before returning to the center. If a temperature or any other symptom reoccurs, the parent will be called again. This will then require a physician's consent to return. Tylenol or Motrin can mask serious illness and will not be given to children with fevers of 100 degrees or higher. Temperatures will be taken by ear thermometer.

The following is a list of common childhood illnesses your child may encounter in a childcare setting. The policies are adapted from recommendations by the Black Hawk County Department of Public Health. In order for the childcare to minimize the spread of disease, we need cooperation from the parents. Parents, please keep your children home if they are ill. If your child develops any of the illnesses listed below, please notify the center so we can post a memo for our parents.

Abdominal Pain

If persistent pain occurs for 2 hours or more or intermittent pain associated with fever the parents/guardians will be called and asked to come and pick up their child

Bronchiolitis/RSV (Respiratory Syncytial Virus)

Children over age 3 need not be excluded unless they have a fever or are too ill to take part in activities. Children need to remain fever free for 12 hours with minimal coughing.

Diarrhea

Defined as an increased number of stools with an increased stool water and /or decreased form compared to what is normal for this individual. Children with diarrhea must be removed from the center after the 3rd loose stool. They will be sent home earlier if diarrhea is associated with vomiting or fever. Children sent home for diarrhea will be monitored closely upon their return and will be sent home if symptoms recur. The center may then request a doctor's note before the child may return. Children must be excluded if there is blood in the stool that cannot be explained by dietary or medical change, or if the child has hard stools.

If a child is diagnosed with Salmonella, Shigella, Rotavirus, or E.Coli, please let the center know immediately. These are highly contagious conditions if special precautions are not followed.

Chickenpox (Varicella)

Children will be excluded from the center until all blisters are dry and crusted. The child should be fever-free for 24 hours before returning.

Fifth Disease

Children will be excluded only if they have a fever or are obviously not feeling well.

Hand, Foot, & Mouth (Coxsackie Virus)

Exclusion from daycare is not required unless child has a fever or is extremely irritable.

Head Lice

Children with lice or nits should be treated with medicated shampoo specifically identified to kill live lice and nits. Parents will be notified if lice or nits are discovered at school. It is recommended the child be treated immediately.

Hepatitis A Virus

Children must be excluded until 1 week after the onset of the illness with direction from the child's physician and the Black Hawk County Department of Public Health.

Impetigo

Children with impetigo will be excluded until 24 hours after treatment is started. Lesions should be covered if possible.

Influenza

Children with fever and cough will be excluded until fever-free for 24 hours and minimal coughing.

Mouth Sores/Cold Sores/Fever Blisters

Children who develop mouth sores will be excluded from the center if they do not have control of their saliva (drooling) unless a note is provided from the physician stating the lesions are not infectious.

Mumps

Children must be excluded until 9 days after the onset of gland swelling.

Pink Eye (Conjunctivitis)

Children with white or yellow discharge of the eye and /or eyelid redness will be excluded from the center until cleared by a physician. Children with clear discharge, no discharge and without redness of the eyelid may attend.

Pertussis

Children must be under a physician's supervision and will be excluded until they have had 5 days of antibiotics.

Rash

Children who have a rash and a fever or a change in behavior will be excluded from the center until a note is provided from the physician stating it is not contagious.

Ringworm

Children will be excluded for 24 hours after treatment is initiated.

Rotavirus

Children diagnosed with rotavirus will be excluded from the center for at least 24 hours. Children may return when they have had no vomiting or fever for 24 hours and diarrhea is under control.

Rubella

Children must be excluded for 6 days after the onset of the rash.

Scabies

Children with scabies will be excluded until 24 hours after treatment is started.

Shingles

Children with shingles need not be excluded if lesions can be covered until crusted.

Special Health Needs

Children who have special health needs will have an individualized plan that will be discussed with the parent and the childcare director. The individualized plan will be directed by the child's physician and when needed the Black Hawk County Department of Public Health.

Strep Throat-(Streptococcal Pharyngitis)

Children with strep throat will be excluded until 24 hours after antibiotics are started. Children should also be fever-free for 24 hours before returning.

Tuberculosis

Children who have been identified with tuberculosis must be excluded until a physician and the Iowa Department of Public Health allows the child to return.

Vomiting

If a child vomits while at the center they must go home unless it is determined to be due to a non-communicable condition.

Other Health Concerns

Children who display any of the following health concerns will be excluded for the day: lethargic, crying uncontrollably (2 hours or more and cannot be consoled), problems breathing, wheezing, persistent coughing.

MEDICAL POLICIES AND MEDICATIONS

The center attempts to maintain an environment as free of infectious agents as possible. Housekeeping and staff procedures are key parts of this effort, but parents play a critical role in maintaining the health of the children at the Clover Patch Preschool/Circle of Care Daycare. All parents should familiarize themselves with the following health policies so as to ensure that children receive proper immunizations and that sick children do not expose others to illness.

- Prior to enrollment and then annually parents must submit a completed physical and immunization record signed by a physician or a statement of health.
- School-age children are required to have a physical exam report and an immunization record on file when they enroll. For the school-age child, a copy of the most recent school physical and immunization record is acceptable. A statement of health condition signed by the parent is to be submitted annually thereafter.

• Should a child become ill while at the center, the parent will be notified and the child isolated away from the group on a cot. The parent/guardian will be called to come and get the child.

*If your child is ill with one of the illnesses listed on our Illness or Infection sheet we ask that the parent/guardian follow the policy for that illness.

* The on-site supervisor to the Black Hawk County Department of Public Health shall report all outbreaks of communicable diseases. The Health Department will be used as a source of support and information to the center and the parents if an outbreak occurs.

Administering Medications

Both over-the-counter and prescription medications can be administered to recovering, non-contagious children with written authorization from the parent. No consent is effective for longer than 10 working days except with written authorization from the child's physician. Since the administration of acetaminophen, etc. may disguise the symptoms of what could be a contagious disease, the staff will give acetaminophen for discomforts only. Medications must be in the original container and labeled with the child's name, the medication name, dosage, name and phone number of the pharmacy, time for

administering the medication and other such information as required ensuring the safety of the child receiving the medication. All medications must have childproof caps and be kept in the office. The medications will be stored in a locked cabinet.

Required Immunizations

Children enrolled shall have received the following vaccines in accordance with the doses and age requirements listed below. If, at any time, the age of the child is between the listed ages, the child must have received the number of doses in the “Total Doses Required” column.

<u>Age</u>	<u>Immunization</u>	<u>Required dose</u>
4-5 months	DTP	1 dose
	Polio	1 dose
	HIB B	1 dose
	Pneumococcal	1 dose
6-11 months	DTP	2 doses
	Polio	2 doses
	HIB B	2 doses
	Pneumococcal	2 doses
12-18 months	DTP	3 doses
	Polio	2 doses
	HIB B	2 doses
	Pneumococcal	3 doses
19-23 months	DTP	4 doses
	Polio	3 doses
	HIB B	3 doses
	MMR	1 doses
	Varicella	1 dose
24 months/over	DTP	4 doses
	Polio	3 doses
	HIB B	3 doses
	Pneumococcal	4 doses
	MMR	1 doses
4 years/over	DTP	3 doses
	Polio	3 doses
	MMR	2 doses
	HIB B	3 doses
	Varicella	1 dose

HEALTH AND SAFETY COMPLIANCE ISSUES

AIDS or Hepatitis B

The decision to allow a child with AIDS or Hepatitis B to attend the center will be considered separately and individualized to the child and setting. The decision will be made by a team composed of the center director, principal, the child's parents/guardians and physician as well a public health official and an infection control officer. If a child with AIDS or Hepatitis B has a change in clinical condition, the

attending physician will sign a release for attendance at the childcare center. If questions arise, an infection control officer will be contacted.

Asbestos

Federal regulations and Archdiocesan Board of Education policy 7113, require us to inform you that there is asbestos in the Clover Patch Preschool/Circle of Care Daycare building. A certified asbestos inspector has inspected the building and all the asbestos found has been sealed and encapsulated.

Lead in the Drinking Water

In 1991, all schools and early childhood centers of the Archdiocese were tested for lead in the drinking water. The test results indicated the lead levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for lead needs to be done at this time.

Radon Testing

As required by the Department of Human Services this center will be tested for radon during each licensing period.

EMERGENCY PROCEDURES

Chemical Right to Know Law

The Chemical Right to Know Law requires that all school/early childhood centers in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets on them. The law further states that all chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The center is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the centers and where they are stored, please contact the director.

Chemical Spills

If there were a minor chemical spill of non-hazardous substance the area would be blocked off and cleaned up immediately. However, if it is a serious or hazardous chemical spill, the children would be removed from the building and we would call 911. If there would be a chemical spill within the community; we would follow the Cedar Falls Crisis Management Plan

Dental Emergency

Should a dental emergency occur where a tooth is damaged or prematurely extracted (excluding the lose of loose baby teeth) a supervisor would be called to evaluate the situation. Permanent teeth that have been extracted will be placed in a glass of whole milk until further arrangements are made. The parent will then be called to make arrangement for the child to be transported to their dentist. In the event that the parents or emergency contacts cannot be reached, a member of the leadership team will contact the child's dentist

Emergency Closings

In the event of school closings due to inclement weather, the center will follow the early dismissal for St. Patrick Catholic School. In the event of a late start, we will have no morning preschool, daycare will open at 10:00 a.m., unless indicated otherwise. If there is an early dismissal, there will be no after

school daycare/Circle of Care. Email notifications will be sent out regarding closings. You can also watch for weather cancellations/delays and early dismissals on KWWL.

Fire/Tornado Drills

Emergency plans for fire and tornado are posted in every room and exit. Fire and tornado drills are practiced regularly so that the children become familiar with the procedure and are not frightened by the loud noises.

Injuries

All injuries brought to the attention of a teacher will be documented on the FIRST AID DAILY LOG. Any injury causing a mark constitutes an INCIDENT REPORT, which must be completed by the teacher who witnesses the incident. This report will include the injury, first aid given and teachers who were present when the incident occurred. A copy of the report will go home with the child and the original to the child's file. Parents will be contacted for all serious injuries, and an INCIDENT REPORT will be completed. To ensure first aid is available for all injuries, a first aid kit will be kept in each room as well as on each vehicle used for transporting the children. First aid kits will also be taken to the playground and on each field trip.

Intoxicated parent or visitor procedure

If an intoxicated parent attempts to pick up his/her child, the on-site supervisor will contact an emergency contact and request that they pick up the child. The on-site supervisor will then inform the intoxicated parent of the pick-up plan. If we are unable to reach an emergency contact, the child must be allowed to leave with the parent. The on-site supervisor will then inform the parent that the police will be immediately contacted concerning the incident. An intoxicated visitor will be asked to leave the center immediately, and the parent of whom the visitor was here to see will be contacted.

Intruder procedure

In the case of an intruder entering the center and creating a hostile situation, a verbal notice will be put out to alert other team members of the situation and to alert them to phone the police. If possible, children will be taken to a designated "safe area" in the building. The center will then proceed as directed by the police. The school is locked throughout the school day. All visitors must enter through our locked entrance by an employee (see Access Policy)

Lost or abducted child procedure

The on-site supervisor will be immediately notified of a lost or abducted child. Procedures will be put in place to locate the child. If the child is not found, the parent as well as the police will be contacted. The center will then proceed as directed by the police.

Medical Emergency

Emergency information is kept on file at the center. In case of illness or injury this information will be used to notify you or the person designated by you of your child's status. If your child is injured while at the center, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. If the child has a serious injury, EMS will be called. In all cases, an injury report is completed, and a copy is given to the parent/guardian. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required. A member of the childcare staff will remain with the child until a parent or emergency contact arrives and is with the child.

Power Failure

Children would be kept calm and occupied. The electric company will be notified of the situation. If the power would be out for a long period of time and causes disruption, the centers will close. Parents will be notified of the closing.

Safety Policy

All measures will be taken to ensure that all team members are well trained in any and all emergency procedures. Fire and tornado drills will be completed at least once per month. Other emergency procedures will be covered periodically at the discretion of the training coordinator. All team members will receive and maintain training in CPR, First Aid, and Mandatory Child Abuse Reporting. As another measure of safety precautions, it is the responsibility of the parents to ensure that their child's file is current with phone numbers, emergency contacts and pick-up permission forms.

In the event of a bomb threat or other emergency situations when children need to be evacuated from the center, emergency protocol will be followed. The Clover Patch Building and the St. Patrick Catholic School building will be utilized. Local police and KWWL will be informed of children's location.

Tornado procedure

A member of the staff will receive notification of a tornado warning on the weather radio and will then notify the center of the warning. Children will be evacuated to the tornado safe area according to the diagram posted in their room. A head-count will be taken before and after the evacuation to ensure accountability. Emergency cards and first aid kits will be taken along with the children.

Universal Precaution

Team members must follow universal precautions at all times. A protective barrier such as gloves must be worn when handling any bodily excrement 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.

A FINAL NOTE

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or feel you uncomfortable with one or more of our policies and/or procedures, it is important that you express that to us before enrolling your child in Clover Patch Preschool/Daycare/Circle of Care. We are open to listening to your suggestions and feel communication is a very important part of a quality childcare. If there are any problems or concerns in the future, we encourage you to talk to us. Thank you for the opportunity to work with you and care for your children. We look forward to a future of keeping your child smiling and safe.

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AGREEMENT FORM

Clover Patch Daycare
802 Main St.
Cedar Falls, IA 50613

Circle of Care
615 Washington Street
Cedar Falls, Iowa 50613

Please sign and return this form after reading/reviewing the St. Patrick Clover Patch Preschool/Daycare /Circle of Care Handbook.

To: St. Patrick Clover Patch Preschool/Daycare

____ I/we have read the St. Patrick Clover Patch Preschool/Daycare /Circle of Care Handbook and understand the policies set forth.

____ I/we give permission for faculty and/or staff at St. Patrick Clover Patch Preschool/Daycare / Circle of Care to give emergency treatment for my student(s) if necessary.

Parent/Guardian: _____ Date: _____

**If you need assistance with the translation of this handbook please let us know and we aid you in finding help. Other resources that can provide help are AEA, MCPD, and DSH who have translators available to serve our community.*