

Welcome to Westminster Preschool! We are pleased that you are a part of our program and we’re providing this Parent Handbook to answer questions you may have regarding our policies and procedures.

1. HISTORY

Westminster Preschool began in 1968 as an educational outreach program of the church. We are a non-profit program operated by Westminster Presbyterian Church. Our policies are determined by the Preschool Committee and approved by the Session, the governing body of the church. Our program is fully licensed by the Iowa Department of Human Services and we follow all policies set forth by the Iowa DHS. We offer preschool classes for children ages two, three, and four and a Developmental Kindergarten.

1. MISSION, PHILOSOPHY, AND GOALS

***Mission Statement***

Westminster Preschool is committed to providing high quality early-childhood education in a warm and nurturing environment.

***Philosophy***

We believe in the guiding principles set forth in Iowa’s Early Learning Standards which state:

All children are capable of learning. Some children may require additional support in achieving the performance standards, but all children are capable of positive developmental outcomes.

Development in each area is interrelated. The interaction of each domain must be considered in program planning so that experiences are meaningful and consider the child as a whole.

Each child is unique with his or her own rate and timing of growth and development. Children will exhibit a range of skills and learning in any domain of development. They should not be expected to reach each benchmark at the same time or with the same level of proficiency.

Young children learn through active exploration of their environment. There should be a balance of child-initiated and teacher-selected activities.

***Program Goals***

Through our partnership with parents, staff, and community, our goal is to prepare students to be lifelong learners by giving them the foundational skills they need to succeed in school. Through our program, we hope to set the stage for active parent involvement in their child’s education. Our program is designed to enable the children to reach the following goals:

* Discover the joy of learning.
* Feel accepted as a worthwhile individual.
* Use equipment specially designed for preschool children in developing muscles and coordination.
* Play and live happily with other children of the same age in a group setting.
* Learn to trust other adults in addition to one’s parents.
* Develop intellectual curiosity by having one’s questions answered, by having special visitors, and by taking trips.
* Participate in a planned program which promotes the child’s health.
* Learn to follow directions for individual and group activity, in a group setting.

1. ENROLLMENT

***Non-Discrimination Policy***

It is the policy of Westminster Preschool not to discriminate on the basis of race, religion, color, national origin, sexual orientation, marital status, or disability in any of our programs.

***Eligibility***

**Two-year-old Class:** We prefer that children are TWO years old by September 15th of the current school year. Enrollment of children not two years old by September 15th is at the discretion of the director.

**Three-year-old Class:** We prefer that children are THREE years old by September 15th of the current school year. Enrollment of children not three years old by September 15th is at the discretion of the director.

**Four-year-old Class:** All children must be FOUR years old by September 15th of the current school year. This program also requires a birth certificate for age verification.

***Requirements***

**PRIOR** to the start of the school year, we need to have the following forms completed for each student:

* Registration Form
* Westminster Child Profile
* Westminster Permission Form
* Authorized Pick Up Form
* Physical Examination Form dated within the last 12 months
* Immunization Record on the Iowa Department of Public Health Form or notarized Exemption Form
* CACFP Enrollment Form
* CACFP Application Form
* Food allergy form (if needed)
* Asthma Action Plan (if needed)
* DMPS application filled out (4 year class only)

***Inclusion***

Our preschool program is capable of serving all children including those with unique learning needs. Using the support from the Area Education Agency (Des Moines Schools), we are trained to follow specific intervention plans to help all children be successful in the preschool setting. If for any reason we are not able to fully meet a child’s specific learning or medical needs, they will be referred to Des Moines Public Schools.

1. OUR DAILY PROGRAM

***Teachers***

Each class has a lead teacher with a degree or extensive coursework in Early Childhood Education. Our assistant teachers have training and experience working with young children. Our teaching staff-child ratio meets the Department of Human Services requirements and strives to meet the National Association for the Education of Young Children requirements.

***Support Staff***

Our health and immunization records are audited on a yearly basis by a Registered Nurse from Every Step.

We also have access to the services of the Des Moines schools staff, and they are able to provide resources and assistance to help children be successful in the preschool setting. Such staff may include: early childhood consultant, speech and language pathologist, social worker or psychologist.

Westminster Preschool DOES NOT have a nurse on staff.

***Daily Schedule/Lesson Plans/Parent Information***

A consistent daily schedule is followed to help children learn the routine and to help children know what is expected of them. The schedule includes a balance of active and quiet times as well as teacher-directed and child-initiated activities. Play is planned for every day. Daily schedules and newsletters will be provided to you and will be posted on the parent bulletin board in the classroom, along with lesson plans.In addition, we have a parent information table with many interesting and informative brochures and handouts related to your child’s development and learning. Please feel free to take any information that might be helpful to you as a parent. There is a list of child and family support services available in the community as well.

***Water Activities***

We have a sand and water tables available to the classrooms. Water activities provide great sensory experiences and help children learn important math and science concepts. Children with open sores are not permitted to participate in water play to limit the spread of infectious diseases. Children must wash their hands before and after using the water table. The water is drained and refilled when a new group uses the table. \*During the COVID-19 pandemic children will be using individual containers for water play.

***Curriculum***

We use the Iowa Early Learning Standards as a guide in determining our curriculum and assessments.

There are six key areas of development and learning:

* Physical Well-Being and Motor Development
* Approaches to Learning
* Social Emotional Development
* Communication, Language and Literacy
* Mathematics and Science
* Creative Arts
* Social Studies

It is the policy of our preschool program that the curriculum and instructional materials used reflect the cultural and racial diversity in our society. We believe that the curriculum should foster respect for the multicultural society in which we live and help children learn to function in such a society.

We use the research-based **Creative Curriculum**, which aligns with the Iowa Early Learning Standards. The curriculum emphasizes learning goals that prepare children for success in school.

Our rooms are set up in interest areas, and children have a large block of time each day to play in learning centers. Our centers are those recommended in the research-based **Creative Curriculum**. By focusing on the interest areas in each room, and adding and changing the toys and activities offered as our themes change, children become active learners as they interact with staff and other children.

***Assessment***

We believe in intentional teaching. We believe that teaching is an ongoing process of planning, teaching and observing. Guided by our **Teaching Strategies GOLD** and the Iowa Early Learning Standards, we plan experiences that are developmentally, age, and culturally appropriate for the group of children in our classrooms. Further, we believe that assessment of young children is best done in a natural setting with familiar adults. By observing children during typical classroom activities, we are able to modify learning experiences or challenge children as needed. We also use our results to screen for possible developmental delays that might require further evaluation by specialists.

We report progress to preschool parents at formal parent conferences in the **fall** and the **spring** of each school year. During the **fall** conference, we do goal-setting with the parents. During the **spring** conference, we share observations, show work samples, and photos of children working in learning centers. We are also available, at any time, for informal conferences or daily conversations to share observations with parents.

***Supervision Policy***

Before children arrive, the teachers will complete a daily safety checklist for the following:

* Electrical outlets are covered with safety plugs; heat/AC, water temperature, and toilets are in working order.
* Classroom materials and playground are checked for cleanliness and safety.
* Supplies, including first aid kit, gloves, soap, paper towels, etc. are checked
* Environment is monitored for spills.

Students are observed for overall well-being. No child is to be left unsupervised while attending Preschool.

***Toilet Learning***

If a child is not independent in toileting, the following procedures are in place:

* Staff will follow all diapering guidelines set forth by DHS.
* Containers that hold soiled diapers and other materials have a lid that opens and closes tightly.
* Diapering and gloving procedures are posted near the changing area. The director will use this to evaluate the teaching staff when they change diapers.
* For sanitary reasons, potty chairs will not be used.
* Families must provide at least one extra set of clothing in case of a toileting accident.
* Families must provide diapers and wipes for their children. If not enough are provided and teachers must use extra diapers or wipes provided by the school, parents will be charged $1.00/time.

***Guidance/Discipline Policy***

We believe in a positive guidance approach to discipline. Our goal is to help children develop a positive self-image, and encourage them to develop self-control and cooperation with others. Therefore, social skills education is a very important part of our curriculum. Using literature, group discussions, dramatic play, and music we give children the skills they need to be a member of a learning community. Some of the strategies we use to help guide children’s behavior include the following:

* Keeping rules simple:

1. Be Safe
2. Be Kind
3. Be Responsible

When we talk about the rules, we discuss with the children what it means to be safe, kind, and responsible. By involving children in the rule-making, we feel they are more likely to follow the rules. We review the rules frequently.

We also believe in being proactive in our planning and teaching. Through effective planning that is developmentally appropriate and relevant to the lives of young children, we hope to avoid many conflicts that might otherwise occur. Further, we believe that consistent rules, daily routines, effective transitions and redirection when problems arise will eliminate problems too.

* Members of the teaching staff have received training in positive behavior support. We utilize many resources from **Positive Behavior Support** to help children develop prosocial behaviors, which include:

1. Interacting with children in a respectful manner
2. Modeling appropriate behavior
3. Utilizing the solution wall to help children negotiate their interactions with one another
4. Teaching emotional literacy by helping children recognize the feelings of others

* When persistent, challenging, and serious (i.e. physically aggressive) behaviors do occur, the teaching staff will work closely with the Des Moines Public Schools support staff to develop an individualized intervention plan that will help the child be successful in the classroom.

The program prohibits the following:

* Physical punishment including spanking, hitting, or grabbing
* Withholding food as a form of punishment
* Any punishment that would frighten or humiliate a child
* A harsh or threatening tone

***Biting Policy***

Biting is a behavior that usually appears between the ages of one and three years of age. Biting is a normal stage of development children go through and it usually is a temporary condition. Children bite for a variety of reasons: frustration, boredom, teething, inadequate language skills, a need for attention, or to gain possession of an object.

No matter what the situation, biting is a difficult, frustrating and stressful situation for everyone involved. For health and safety reasons, our center considers biting seriously. We have developed the following plan of action to be used if and when biting occurs in any of our classrooms.

**Mitigation**

Our teachers plan learning activities that are developmentally and age appropriate, and supervise children carefully to minimize the occurrence of biting. However, there will be times when biting occurs even in the best of programs.

**When Biting Occurs**

• The biting child is redirected to appropriate activities and told firmly “It is not okay to bite. Biting hurts.”

• Appropriate first aid will be provided to the child who is bitten. The bite will be washed with soap and water; cold compress will be applied to reduce swelling. A bandage will be applied, if necessary.

If biting continues, it is important to explore the reasons for biting when it occurs. Teachers should work with parents and observe the child to determine why the biting occurred and work with the child to teach replacement behaviors. Teachers should consider the following:

1. The teacher should look at the context for patterns. Was the space too crowded, were there too few toys, did the child who bit need more teacher attention?

2. The teacher will change routines and environment as needed.

3. The teacher will work with the child to work out frustrations in a more appropriate way.

4. The teacher will observe to determine when the child is most likely to bite and then intervene.

5. The teacher will identify children most likely to get bitten and make special efforts to reduce their chances of getting bitten through adequate supervision and observation.

6. The teacher, parent and director will meet regularly to monitor progress.

All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child’s permanent enrollment form in the office.

If the interventions listed above have not worked and the biting becomes ongoing and severe, it may be necessary for parents to withdraw their child from the program or the program may discharge the student.

1. CONDUCT POLICY

Westminster administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees, and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Inappropriate student conduct may cause material and substantial disruption to the school environment, interfere with the rights of others, or present a threat to the health and safety of students, employees, and visitors on school premises. These behaviors will be documented in a Behavior Incident Report. This will become part of the student's permanent record. Parents/guardians will be notified when a Behavior Incident Report is written and given a copy upon signing to acknowledge receipt and understanding of the event that took place.

1. GENERAL POLICIES

***Food and Nutrition***

We believe that nutrition education is an important part of the child’s learning experience. Our goal is to help children learn about foods and enjoy a variety of foods from their own culture and others.

We provide a snack during the preschool program. As outlined by the USDA food guidelines, two food groups are required for a nutritional snack. We serve a wide variety of nutritional snacks and encourage children to try each food offered. In accordance with the best practices, we serve our snacks family style. Teachers demonstrate good manners and encourage children to engage in positive conversation.

Parents must notify us in writing about any food allergies, food restrictions, or other nutritional health concerns by filling out a Food Exemption Form.

## Personal Items

Unless a child is bringing an item for sharing per the teacher requests, we ask that your child does not bring any other toys or items to school as this might create a distraction. Please be assured that we provide ample toys and learning materials for your child. In addition, it is very upsetting to children when they lose or break something special. Please note that we can’t be responsible for any lost or broken toys brought from home.

***Outdoor Play***

We have daily opportunities for outdoor play as the weather permits. Children need daily opportunities to be active so that they can exercise and develop their large muscle skills. We use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat Index is safe for outdoor play. Charts outlining these guidelines are posted on the parent information board and inside the classroom.

In order to make sure that your child can play comfortably outside it is important to dress your child according to the weather. We do go outside even in cold weather. Children **must have** the following WATER RESISTANT items for going outside in cold weather; a warm coat, snow pants, boots, hats and gloves or mittens. Please label your child’s clothing that can be easily lost. Likewise in warmer weather, children also need appropriate clothing. We encourage you to bring a hat or other clothing for your child to wear as another protection from the sun. When needed, please apply sunscreen and insect repellent at home.

When the weather does not permit us to go outside, we have a gym and The Commons available to us. The children are given the opportunity to use indoor equipment for gross motor activities such as mats, balls, parachute play, tricycles, tunnels and obstacle courses.

***Dress Code***

Your child will be participating in many learning activities that encourage creativity and active play. These activities can be messy. Children should wear “play clothes” that are washable and comfortable. Closed-toed shoes are highly recommended. While we provide smocks for messy art activities, we can’t guarantee that spills and stains will not occur. All families are expected to provide an extra set of clothes in case of an accident or spill.

1. FAMILY COMMUNICATION

Our program promotes family communication through daily informal communication, written notes, emails, and our communication app Procare. We do a monthly newsletter to communicate information about the children’s goals, learning activities and opportunities for family involvement. Parents are also encouraged to maintain on-going, two-way communication with the teaching staff in a manner that is comfortable for them – notes, emails, informal conversation or phone calls.

***Hours***

Please observe the school hours and be prompt. Our teachers need time before and after each session to prepare and clean up. If an emergency arises and the child will be early or late, please notify us so we can make accommodations for your child. If a child is not picked up on time there will be a late fee assessed of $1.00 per minute per child, billed in 5 minute increments.

**Class hours:**

2 year class: 7:30-5:30 Monday-Friday

2/3 Multi-Age Class: 8:30-11:30 Monday-Wednesday

3 year class: 8:30-11:30 & 7:30-5:30 Monday-Friday

4 year class: 7:30-5:30 Monday-Friday (Full-Time Class) and 12:25-3:15 Monday-Thursday (PM class)

***Tuition and Payment***

Tuition is paid online through Procare ,in the church office with cash or check, or through automatic payments. A $10 fee will be added if payment is not received by the 10th of the month or according to your payment plan. If your child’s tuition is more than 30 days past due, your child will not be able to return until satisfactory payments and/or arrangements have been made. If failure to maintain the payment arrangement should happen, your child will be unable to return until your account is paid in full.

**Tuition:**

* 2 year old class (5 days a week): $960 per month
* 2/3 Multi-Age (3 Days a week): $306 per month
* 3 year old class (5 days a week): $510/month (Part-Time) or $880/month (Full-Time)
* Our 4 year old class is partner site with the Des Moines Public School system and is part of the Statewide Preschool Program. The class is free as long as funding is available.
* Full-Time 4’s Wrap Around: $800 per month

***Child Access Policy***

In accordance with Iowa Administrative Code 109.5(1), parents are afforded unlimited access to their children and to the teachers working with their children during the school’s hours of operation unless parental contact is prohibited by a court order.

**If parental contact is prohibited by a court order, you must provide us with the applicable portion of the contact order so that it can be included in the child’s file.**

Parents will need to complete the authorized pick up permission form that includes the names, numbers, and relationship to the child, of all persons allowed to pick up the child. Persons not listed on the pick-up form will not be allowed to visit their child unless we receive documentation from the parent.

In addition, only staff members, volunteers or substitutes who have had a criminal background check, fingerprint check, and have no record of founded child or dependent adult abuse in any state, shall have unrestricted access to the children at the school. Persons who do not have unrestricted access shall be under the direct supervision of a paid staff member at all times and shall not assume any direct care of any child at the school.

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

• Shall not operate, be employed by or act as a contractor or volunteer at the school.

• Shall not be on the property without written permission of the director, except for the time reasonably necessary to transport the offender’s own minor to and from the school.

• The director is not obligated to provide permission and must consult with the DHS licensing consultant and the church management team prior to giving permission. Written permission must include the reason for their presence, the duration of their presence, and a description of the staff supervision that will be provided.

***Arrival and Departure***

**Drop off is as follows:**

Drop-Off happens in the classroom. Please walk your child(ren) inside the door, feel free to help them put their belongings in their cubby, and then have them wash their hands before they may join the other children for the day!

**Pick Up Procedure**

Pick-up happens in the classroom (or gym/playground-there will be a sign on the door about where the class is). Please enter the classroom/gym/playground to pick-up your child(ren) and their items. Feel free to take a moment to chat with the teachers about how the day went. There will be a late fee charged if you are late picking your child up without notice. The fee is $1.00/minute billed in 5 minute increments.

***Field Trips***

Field trips offer great learning experiences for children and can reinforce what we are learning in the classroom. If a field trip is scheduled, parent volunteers will be needed to provide transportation for their own child and other children. Parent drivers are expected to stay and accompany us on the field trip. Parents attending the field trip must sign additional waivers for volunteering. Staff members will take a first aid kit, cell phone, and emergency forms with them. Children are required to wear a Westminster Preschool Field Trip shirt, have an appropriate booster or car seat that is clearly labeled with the child’s name, and have a signed permission form.

We also take short walks around the neighborhood. On walks around the neighborhood, staff will talk with the children about the importance of safety and model pedestrian safety.

***Attendance***

Students who are enrolled in the preschool program are expected to be in school for the full session and are expected to be punctual in their arrival and departure. We recognize that children may be absent for health reasons or appointments; however, irregular attendance interferes with your child’s learning and progress. Therefore, you must call us and/or send a message on Procare if your child will not be in school before the beginning of the school day.

***Preschool Committee***

Westminster Preschool has a preschool committee. Parent representatives and staff will meet to discuss the programs of the school, special events, fundraisers, etc.

***Inclement Weather Policy***

To the best of our ability, we follow Des Moines Public schools for late starts, early dismissals and closures due to inclement weather. The Preschool will close if Des Moines schools are closed. There may also be Preschool closings in other emergency situations specific to Westminster.

***Smoke Free Facility***

In compliance with the Iowa Smoke-free Air Act of 2008, Westminster Church is smoke-free. A “No Smoking” sign meeting the law’s requirements is posted at every entrance to the preschool to inform people that they are entering a smoke-free building. Smoking is not permitted in the building, on the campus, in any parking lot, or in a vehicle on church property. The “No Smoking” policy also applies to electronic cigarettes.

***Child Protection Policies***

The health and safety of the children in our care is of the utmost importance to us. All staff working with children must successfully pass a criminal background check including a fingerprint check. Background checks are completed in subsequent years as well.

All teachers are trained as mandatory reporters. As professionals working with young children and their families, Iowa law requires us to report suspected child abuse or neglect.

***Confidentiality***

It is essential to keep all records confidential. Records with any confidential information about parents and children are locked in the office. Only staff with a need to know this information will have access to children’s records. We do not discuss issues involving specific children in the presence of staff that do not directly care for the child, other children, or parents.

***Grievance Policy***

We want to make sure that you feel satisfied that your child is well cared for and is having a high quality preschool experience. If you have a concern, we would encourage you to talk to the child’s teacher. If, after talking with your child’s teacher, you still have a concern, please feel free to contact the Preschool Director or the Chief of Staff.

As part of our program assessment, we will give all parents a questionnaire to complete about our program. This information will help us determine if we are meeting the needs of our families and children and will help us identify areas for improvement.

***Family Involvement***

Westminster Preschool welcomes your participation in your child’s education. There are many ways that you can be involved:

* Parents are welcome to help in the classroom or just visit the classroom.
* Parents are welcome to share specific cultural traditions, holidays, and special foods related to one’s culture.
* If you have a musical talent, hobby or talent that might be interesting to the children, we welcome you to share that with the children.
* We always count on parents to help us with special events and field trips.
* Please know that any person wishing to help in the classroom must provide a written statement that they have never been convicted of child abuse. In addition, a criminal background check will be required.

1. HEALTH AND SAFETY

In order for us to be able to provide a safe and secure environment for all children, we follow the guidelines set forth by the Quality Preschool Program Standards, Quality Rating System and the Department of Human Services licensing requirements.

***General Health and Safety Guidelines***

* Written statements from parents will inform the staff of their child’s special medical conditions such as allergies and asthma.
* All special medical conditions/needs will be assessed on a case by case basis to evaluate if all of the child’s needs can be met.
* Children must be accounted for at all times and staff will follow the four-count policy for transitions.
* All staff will receive annual training in universal precautions and follow those guidelines.
* All staff will receive annual training in emergency preparedness procedures.
* Teachers will have current CPR and First Aid certification.

***Health and Immunization Records***

Parents will provide the following for the child’s file:

* Up-to-date immunization records on the appropriate Iowa form or a Medical or Religious Exemption form
* Current physical (less than one year old) done by a provider approved by DHS
* Current emergency contact information for each child that is updated yearly
* Instructions for any of the child’s special health care needs signed and dated by the child’s physician and parents.
* Individual emergency care plans prepared by a physician or care team for children with known developmental or medical problems that might require special care.

***Plan for managing illness and contagious diseases***

Westminster Preschool promotes the protection of well children by preventing illness whenever possible. We encourage children to practice and develop good hand washing habits to prevent the spread of germs. We also encourage the development of healthy habits through good nutrition, exercise and rest.

**We ask that you keep your child at home if any of the following are present:**

* Fever of 100 degrees or higher
* Persistent diarrhea
* Undiagnosed rash
* Vomiting
* Flu or severe cold symptoms (mucus is green)
* Head lice
* Conjunctivitis (pink eye)
* Any contagious disease- Please notify us if your child has a contagious disease so we can inform other parents

\*During the COVID-19 pandemic we are asking for you to keep your child home if they, anyone in your household, or anyone your family has been in close contact with are exhibiting symptoms of COVID-19. Please let us know as soon as possible and we will give you further guidance based on the latest guidelines provided by DHS.

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**Your child may return to the center after:**

* Your child is free of all communicable diseases
* Your child’s temperature has returned to normal for **at least 24 hours**
* There has been no vomiting or diarrhea for **24 hours**
* Conjunctivitis: **24 hours** after initial medication

\*If their absence is COVID-19 related they will be able to return based on the guidelines from DHS

***Plan for meeting the needs of ill children while at preschool***

If your child becomes ill at school, he or she will be kept isolated and comfortable with a staff member present at all times. Parents will be notified immediately and are then expected to pick up your ill child within 30 minutes.

***Daily Health Check***

Children are also observed by the teacher upon entering the classroom for any possible health problems that could affect the child’s ability to participate comfortably in daily activities. Parents will be notified and the child will be isolated and kept comfortable until an authorized person picks up the child.

***Reporting Communicable Diseases to Parents***

Staff and teachers provide information to families of any communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the preschool.

***Medication Policies and Procedures***

Medication should be given at home whenever possible. Westminster Preschool will administer oral medication to a child with written approval by the parent/legal guardian and an order from the child’s physician. Medication must be sent in the original container. Original pharmacy label must include: prescription number, date filled, physician’s name, direction for use, and child’s name. For over-the-counter medications, parent/legal guardian will provide the medication in a child resistant container. The medication will be labeled with the child’s first and last name, date, specific instructions for use, and the name of the health care provider that recommended the medication for the child. Medication will be kept at the temperature recommended for that type of medication in a locked cabinet. If necessary, the medication will be refrigerated. Injectable treatments will not be given by any teacher under any circumstances except for the emergency treatment of a life-threatening allergic reaction (anaphylaxis).

***Hand Washing Practices***

Frequent hand washing can significantly reduce the spread of infectious disease. Proper hand washing is an important part of our curriculum. Posters of proper hand washing procedures are placed at each sink. Staff will assist children as needed to successfully complete the task.

All staff, volunteers, and children will wash their hands at the following times:

* Upon arrival for the day, when moving from one child care group to another or when coming in from outdoors
* After diapering or using the toilet
* After handling bodily fluids
* Before meals or preparing and serving food or handling any raw food that requires cooking
* After meals
* Before and after playing in sand, water, or other sensory materials
* After handling pets and other animals or any materials such as sand, dirt or surfaces that might be contaminated by contact with animals

Adults also wash their hands

* Before and after food preparation and serving
* Before and after administering medications
* After assisting a child with toileting
* After handling garbage or cleaning

All staff, volunteers, and children will wash hands as follows:

* Moisten hands with water and apply liquid soap. Rub hands with soap and water for at least 20 seconds. Include between fingers, under and around fingernails, backs of hands and any jewelry.
* Rinse hands well under running water with fingers down so water flows from wrist to fingertips.
* Dry hands with a paper towel.
* Use a towel to turn off the faucet and, if inside a toilet room with a closed door, use the towel to open the door.

***First Aid Kit***

A first aid kit is located in each classroom in a marked location. It is not accessible to children. It is fully equipped according to guidelines set forth by Healthy Child Iowa. The first aid kit will be inspected monthly, by the assistant teacher, and missing items will be replaced immediately. The first aid kit is taken with the classes to the outdoor play area or gym. It is also taken on field trips.

***Cleaning and Sanitizing***

Our classroom and facility will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and the area will be cleaned immediately.

Toys that are mouthed or that are contaminated with other bodily fluids will be removed and disinfected immediately. All toys will be disinfected on a daily basis.

Staff will be trained in cleaning techniques, proper use of personal protective equipment, proper handling of contaminated materials, and information required to be provided to employees through OSHA.

Routine cleaning will be supervised by the preschool teacher and will follow DHS guidelines.

Our facility is cleaned on a daily basis by Westminster custodians.

***Emergency Preparedness Plan***

Westminster Church has an Emergency Preparedness Manual that addresses a full spectrum of emergency situations.

## Westminster Preschool Parent Handbook

## Acknowledgement

We have read the Westminster Preschool parent handbook and questions have been answered to our satisfaction. We agree to abide by the policies in this document.

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Parent/Guardian signature Date

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