



Aquin Early Childhood Center and Preschool
210 Grant Street
Cascade, Iowa 52033
563-852-7020

Revised January 2024
Approved by Aquin Daycare Advisory Committee
and Aquin School Board

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Philosophy & Mission

Aquin's Early Childhood Center & Preschool Mission Statement

Aquin's Early Childhood Center is a non-profit organization affiliated with Aquin Elementary school and the St. Thomas Aquinas Pastorate. The Aquin community strives to achieve excellence in the areas of education, intellectual, spiritual, and moral development, and we aim to reinforce these concepts to our younger generation. Aquin's Early Childhood Center & Preschool is a unique facility committed to providing early childhood education in an environment that maintains the feeling of home. With organization and structure designed to meet each child's individual needs, Aquin's Early Childhood Center & preschool encourages child participation in the teaching of everyday life skills and believes in the development of life-long learners.

As parents, you are your child's first and most important teachers. As a center, we will strive to build on the values that you have already begun to instill in your child, as well as assist in meeting the social, emotional, physical, and cognitive needs of your child. It is our goal for each and every child to reach their fullest potential, and will do all that we can to realize this goal.

We believe that children learn best by active exploration in a child-centered classroom, and that our role as educators is to help young children use the environment productively so the children see themselves as successful and capable learners.

Aquin Little Angels
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210 Grant Street
Cascade, Iowa 52033
563-852-7020

Operating Hours

The Aquin Early Childhood Center is in operation Monday through Friday, 6:30am-5:30pm. Any child in the center before 6:30 am or after 5:30 pm will be assessed a \$2 per minute late charge. If a child is not picked up by 5:30, a staff member will attempt to reach the parent by telephone. If a parent cannot be reached after 5 minutes, the staff will begin to call the child's emergency contacts until an authorized pick up person can be reached. If the staff is unable to reach a family member or authorized pick up after 30 minutes, the Department of Health and Human Services will be notified.

Calendar

Aquin Little Angels will be CLOSED on the following days in 2024: Monday, January 1st, Friday March 29th, Monday May 27th, Thursday July 4th, Monday September 2nd, Thursday November 28th, Friday November 29th, Tuesday December 24th, Wednesday December 25th and Tuesday December 31st.

Cancellation Due To Weather

In the event that it would be a risk for families and staff to travel to and from the center because of road conditions, the center will close. Parents will be notified by email and through the Procure, and the Procure App. In the event of an early closure, parents will be notified via telephone by the director or his/her designee. Parents need to pick up their children within the time frame given, unless road conditions are impassible. In the event that the center closes due to weather or other emergency, parents will not be charged for the time that care was not available.

Admissions, Billing, and Enrollment Procedures

Enrollments for Aquin Early Childhood Center & Preschool program are prioritized according to one of the following priority statuses:

Aquin Early Childhood Center Employees - will receive priority enrollment. Temporary employees do not qualify. Enrollment is subject to change when not employed by Aquin Little Angels.

Priority A - Children of families currently enrolled in our program as full-time or part-time.

Priority B - Children of full time Employees of Aquin Early Childhood Program and/or Aquin Elementary

Priority C - Children of part time Employees of Aquin Early Childhood Program and/or Aquin Elementary

Priority D - Children of parents from the community who do not qualify under priority A, B, or C.

Priority E - Children who attend/or have attended the childcare on a drop-in basis.

Waiting List

In the event that the center is unable to accept a child due to space restrictions, there will be a waiting list. There is no cost to be placed on the waiting list. The director/assistant director is responsible for maintaining and updating the waiting list. Once a spot becomes available, the director will offer enrollment to a family on the waiting list, based upon the priority established above. Once enrollment is offered, a parent has one week to accept enrollment and provide a deposit to secure the spot.

Enrollment

In order to be enrolled in the Aquin Early Childhood , parents must provide for each child at least one week prior to first day:

- A completed enrollment packet (paperwork provided upon initial tour of the center)
- A current physical examination and immunization report signed by a physician
- A Direct Debit Authorization form for payments
- A handbook acknowledgement statement.

- \$30 non-refundable registration fee. The registration fee is charged annually and will be applied on your September 1st statement.
- A deposit of \$150.00. If a family chooses not to attend, deposits will not be refunded.
- A master schedule form must be completed and signed.
- A Parent Health assessment must be completed indicating any special health concerns or allergies.
- Sunscreen permission form.
- Sign up on the procare app.

Per state requirements, all enrollment paperwork must be updated annually. Director/ Assistant Director will notify you when new or updated paperwork is required.

Change of Information

It is the parent's responsibility to notify the center in writing immediately of a change in enrollment information. Information must be kept up to date, particularly in case of emergency.

Discharge and Withdraw Policy

If a family wishes to withdraw a student from our program, a written two-week notice is required to withdraw a child from the early childhood program for any reason. If no written notice is received and the child stops attending, the standard fees will continue to be charged until such notice is received. Please note that a child's space cannot be given to a child on the waiting list until the center is notified that he/she is not returning.

While we hope that every child and family finds success in our programs, we understand that some situations may occur that could result in discharge from our program.

Examples include:

- Failure to meet center policies.
- Failure to pay fees.
- Inability of child to adjust to a group setting.
- A child's needs cannot be met within our ratio.
- A child/parent that is a threat to other children, staff, or self.
- Chronic lateness in picking up a child at the end of the day.

A conference will be scheduled with the child's teacher and director to discuss and identify the problem and work at resolving it. The teacher and director will work together to review the child's needs and prepare a plan within the classroom. The teacher or director may seek out additional support from Keystone or other district leaders for support. Modifications may be required in the classroom or during instruction. Should the concern continue, the family will be notified, and documentation will be provided to the family. If the issues cannot be resolved within Aquin Early Childhood Center ability, the child and or family will be asked to leave

the program. Per family request, a transition plan will be provided to help support the child in the next environment. Each situation will be dealt with individually and a time frame will be set up to meet the situation.

Dual Parent Reporting

According to Archdiocesan Catholic School Board policy 5124, in the case of a child whose parents' marriage has been dissolved or separation of a parent from the home, the name and address of both parents should be on file. Unless otherwise decreed by court order, information commonly made available to parents of any child will be made available to both parents. This also is true for parental contact unless court ordered both parents will have access to their child.

Enrollment Offerings and Classifications

Full-time – A child attending the center for 38 or more hours per week. All families must complete a master schedule form. Changes to your schedule must be approved by 12:00 p.m. on Tuesday the week prior

Part-time – A child attending the center between 24 and 37 hours each week. All families must complete a master schedule form. Changes to your schedule must be approved by 12:00 p.m. on Tuesday the week prior. All infants wanting Part Time care will be considered on a case by case basis at the discretion of the Director.

Before & After School Care – A child attending an elementary school who requires before and/or after school care. All families must fill out a master schedule form. Changes to your schedule must be approved by 12:00 p.m. on Tuesday the week prior.

Preschool/Pre-K Wrap-around – Families may utilize this service if the child is currently enrolled in preschool or pre-K. Families may choose to attend the center for 12 or 18 hours of wrap-around care each week. All families must fill out a master schedule form. Changes to your schedule must be approved by 12:00 p.m. on Tuesday the week prior

Drop-in – A child using drop-in care is not guaranteed a space at the center. Enrollment papers filled out by parent/guardian must be on file in the office prior to using drop-in care. Parents must contact the center prior to needing care to ensure that there is availability for the time requested. ***currently not offered as of September 11, 2023.**

Equal Opportunity/Multicultural Assurances

Aquin Early Childhood Center is an equal opportunity educational institution; we do not discriminate based on race, color, ethnic origin, or religion except for a bona fide reason. No person at Aquin Little Angels shall on the grounds of race, color, age, gender, national origin, or physical 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 early childhood program

Family Orientation

We understand that the transition to care is not always an easy one for children and families. In order to ease the stress on children and parents during this time, all families enrolling for the first time schedule an orientation appointment prior to the child's start date. During this time, families will meet with the Director/ Assistant Director and the child's teacher to discuss routines, classroom expectations, and to go over any questions that families may have. Children should attend this meeting with families in order to have an opportunity to meet their teacher, see the classroom, and familiarize themselves with the center.

Privacy Policy/Mandated Reporting

We keep all records and information provided by parents as private and confidential, unless we have written permission to share specific information. The exception to this practice is the obligation as Mandatory Reporters to report any cases of suspected physical and/or sexual abuse and/or neglect to the appropriate authorities.

Activity Fee

A transportation/activity fee will be charged to cover field trips/transportation costs for summer care. This fee will vary based on the activity and the distance traveled. This amount is charged to the family

Arrival/Checking In & Out/Departure

Each parent will be responsible for bringing his/her child into the center, washing the child's hands, then taking the child to his/her classroom upon arrival. Parents are responsible for signing their child in and out each day using the check-in computer. If someone else is picking your child up it is the Parent's responsibility to give the authorized person the information necessary for checking your child in and out. If a child is not checked in, billing for that day will begin at 6:30am, if a child is not checked out in the afternoon billing will end at closing time of 5:30pm for that day.

Parents are never to drop a child off and allow him or her to come into the center unattended. Parents should always communicate with staff when dropping off a child in the classroom. Likewise, at the end of the day, parents should personally inform the staff when taking a child home. This enhances communication between the center and the family. Parents should arrive by the designated time each day to pick their child up. All children must be picked up by 5:30pm. In the event of a late pick-up, please call the center as soon as possible. A late pick-up results in a charge of \$2.00 per minute after the closure of the center.

At departure, children will only be released to persons listed on the authorized pick up list. If someone other than those listed attempts to pick up the child, the child will not be released and the parent will be notified. All changes to the authorized pick up list need to be submitted in writing to the director.

Authorized Pick Up

Only parents/legal guardians and individuals listed on the enrollment form will be allowed to pick up students. If you wish to add or change any person on the pickup list, please provide this in writing or an email before pickup. Aquin Little Angels reserves the right to check for identification if we have not previously met a person picking up.

If a person arrives to pick up a student that is not authorized, your child will not be released, and the child's parents will be contacted for pick up.

Billing

Upon registration, families are required to complete a Payment Agreement Form that designates the billing rate they are choosing.. Weekly billing charges are completed by the end of business day on each Monday for the previous week or the next business day if we are not open. Billing charges are based on the minimum hours according to the payment agreement form, or actual hours used whatever is greater. Billing will not be separated out by days. Payment comes out of your account on the following day after billing.

Statements will be emailed to families when billing is completed.

Preschool is billed on the first of each month and direct payment is also done at that time. No credit or refunds are given for absences for any reason in the preschool program.

Fees and Discounts

- Weekly payments are deducted on Tuesdays for the previous week's care
- ACH payment will be required for all families effective 1/1/24. We will no longer accept cash or check for a payment.
- A \$150 deposit is required upon registration for all ages and will be applied to your account after 6 months of continuous care.
- As of January 1, 2024 we no longer have multiple child discounts.
- All families will be assessed an annual registration fee of \$30 per child on September 1st.
- A late fee of \$2.00 per minute per child will apply for any child in the center before 6:30 am or after 5:30pm.
- A \$25 fee will be applied for all insufficient funds.
- A minimum one hour charge per day when your child is clocked in.
- All rates include breakfast, lunch and snacks.
- Aquin Little Angels does not offer discounted child care.

Vacations and Holidays

- All children enrolled full/part time have 2 weeks of vacation to use each year. Vacation must be used in full weeks. During the week of vacation your child will not be able to attend.
- Vacation hours will start over on September 1st and may not be carried over year to year
- Minimum full time and part time hours will still apply for 50 weeks per year.

Rates are subject to change at any time with approval from the Daycare Advisory Board, Aquin Finance Committee and the Aquin School Board.

Child Care Assistance Programs

Upon enrollment at Aquin Early Childhood Center , it is assumed that families agree to follow all policies and procedures, this includes families that received Child Care Assistance (CCA) from the Iowa Department of Health and Human Services or payment through another agency. Fees will be billed at your CCA unit fee and will be applied to any family that does not follow the policies outlined above. Families receiving CCA, but do not follow the policies and procedures as listed in this handbook will be asked to leave the program. There are a few additional policies that will apply to families that are not privately paying.

CCA Scheduling: Families will only be able to use the days/units that are approved by CCA and should only attend for hours that are approved by CCA and within the child's schedule. Families must notify the center in advance of any changes to his/her child's schedule (absences or arriving late).

CCA Family Payment: Families receiving CCA will still be required to submit an ACH form to collect all fees and co-pays. Activities, registration fees, enrollment fees and co-pays are not covered by CCA and will be the parent's responsibility to pay.

CCA Absent policy: CCA will cover up to six absences in a month. Any absences after six in a month will be billed to the family, to be paid out of pocket. Co-pays will continue to be charged for absent days. The cancellation policy must still be followed for any absences.

CCA Approval cancellation: Aquin Little Angels will track approval periods for each child receiving assistance. It is your responsibility to turn in the necessary paperwork to remain approved for CCA. If CCA has been canceled, we will inform you that we will be billing you privately. As with any family, all accounts must remain current for your child to attend. If approval comes through and payments have been made, Aquin Little Angels Early Childhood would be happy to reimburse you for those hours.

Cancellations and Absences

If your child will not be attending any Aquin Early Childhood Center for any reason or will be arriving later than their scheduled time, we ask that you notify us. All cancellations should be made before 8:30 so we can cancel meals and adjust schedules accordingly. Please call or email. Preschool absences may be emailed to the teacher and the director. Credit will not be given for any sick days or days scheduled but did not attend.

NSF (Non-sufficient funds)

Accounts will be charged a \$25.00 fee for failed direct payments. Restitution for the failed direct payment must be made the next business day after notification to continue to receive care.

Scheduled Hours

- Full Time is a minimum of 38 hours per week
- Part Time is a minimum of 24 hours per week
- Schedules need to be submitted to the director for three weeks in advance by 1:00 pm on Tuesdays.

Status Changes: Families may change their enrollment status.. A three week notice is required for all status changes and can only be changed in August, September or beginning of summer break. Exception can be made if a family has a life changing event and will be on a case by case basis.

- All families will be billed for the weekly minimum or attended hours-whatever is greater

Summer Hold Fee

If you choose to not attend in the summer but would like to return when the school year begins we do allow you to pay a non refundable summer hold fee of \$500.00 per child. Your family will not be able to attend during this time. Details and sign up will be sent out prior to the beginning of summer.

Our Program

Child/Staff Ratios

The Aquin Early Childhood Center provides care for children ages 2 months -8 years old all year round. Child/Staff ratios are maintained per policies established by the Department of Health and Human Services. Staff/Child ratios that will be maintained at all times are as follows:

Infants: 1:4, Two Year Olds: 1:7, Three Year Olds: 1:10, Four Year Olds: 1:12, 5 and Older: 1:15. Licensing capacity for the center is 218 children

HHSLicensing Capacity

Infants	42
Two Year Olds	24
Three/Four Year Olds	74
Preschool	24
School Age	54
Total	218

Dress Code

All children should arrive at Aquin Early Childhood Center each day dressed and ready to learn. All children will be required to wear clothing at all times. Clothing shall be comfortable and seasonably appropriate. Children who are walking will be required to wear shoes. For safety reasons, all shoes should secure over the top and around the back of the foot. Children should not wear flip-flops. The children play outside as often as the weather permits. Please send your child with a coat, hat, mittens, and boots during the winter months. Children wearing earrings should only wear stud earrings. No jewelry will be allowed when playing on climbing equipment.

Field Trip and Transportation

Field trips are opportunities to enhance our lesson plans. In general, most field trips are offered during our summer/non-school day programming. Occasionally we may take a field trip during the school year. Whenever a field trip is taken you will be notified in writing before the event.

- Permission slips will be sent out in advance and will include the following information:
 - the means of transportation

- the time and date
- the items a child may need to bring
- the cost

A child will NOT be able to go without a signed permission slip. Parents must contact the director in advance if they do not want their child to attend a field trip. Attending during that time will be determined at the time of notification. We must have room in a developmentally appropriate area.

- The director may cancel a field trip at any time.
- Siblings may not attend the field trip with a parent who volunteers.
- Parents will not be asked to drive because of car seat regulations from the Department of Health and Human Services. Transportation may be provided by RTA, trolley, school bus, and other means of public transportation.
- The following safety precautions will apply to all field trips:
 - A first aid kit will be available
 - Extra staff or parent volunteers will attend
 - Emergency information for each student and staff member will be available
 - Staff cell phone and contact information will be available
 - All volunteers will have a criminal record check completed before the field trip
 - 911 will be called in case of a medical emergency
 - The leader of the field trip will take a count before, during, and after the trip
 - The leader of the field trip will verify that all children have exited the vehicle
- Transportation Code 441 IAC 109.10(12) will be followed: As outlined in Iowa Code section 321.446, all children transported in a motor vehicle are subject to registration, except in a bus, and will be individually secured by a safety belt, safety seat, or harness per federal motor vehicle safety standards and the manufacturer's instructions.
 - a. Children under the age of six shall be secured during transit in a federally approved child restraint system. Children under one year of age and weighing less than 20 pounds shall be secured during transit in a rear-facing child restraint system.
 - b. Children under the age of 12 shall not be in the front seating section of the vehicle.
 - c. Drivers of vehicles shall possess a valid driver's license and shall not operate while under the influence of alcohol, illegal drugs, prescription or non-prescription drugs that could impair their ability to operate a motor vehicle.
 - d. Vehicles that are owned or leased by the center shall receive regular maintenance and inspection according to manufacturer-recommended guidelines for the vehicle and tire maintenance and inspection.

Licensing Information

Aquin Early Childhood Center is licensed through the Department of Health and Human Services. Aquin Early Childhood Center complies with all Applicable licensing regulations and standards and strives to make improvements. These standards relate to policies and procedures, health and safety, nutrition, staffing and

record keeping. Aquin Early Childhood Center is subject to annual inspections by local and state health, fire and licensing officials. A copy of the Iowa Department of Health and Human Services Licensing and Standards for childcare centers and preschool is available at www.HHS.iowa.gov. Required posting can be found above the check in computer inside the front door.

Our classrooms

The Aquin Early Childhood Center is made up of seven classrooms.

Programs we Currently Offer

Infant Care: Care for children aged 2 months to 24 months.

Our infant area is a family's first introduction into our center. We strive to make the transition to childcare a positive experience for both children and parents. Our caregivers provide a warm, nurturing environment to help infants and parents feel at ease. Each child will participate in a wide range of early learning activities, focusing on sensory and development skills crucial to building a foundation for a lifetime of continued learning.

Our infant area is divided into 4 classrooms based upon children's developmental stages. At each stage, infants are provided with a variety of experiences to stimulate their young minds and bodies.

Two-Year-Old Care: Care for children age 2-3 years

Two year olds are full of curiosity! With each day, this age group is discovering new and important communication and self-help skills. As they learn to communicate, the children begin to understand social interactions. Our staff nurture this development of skills to build confidence and self esteem. Structured group activities each day help children learn about interacting with each other, as well as develop literacy and cognitive skills. Daily structured and unstructured outdoor play develops social and gross motor skills.

Three-Year-Old Care: Care for children age 3-4 years

The three year olds are quite independent! They are experts at expressing themselves, and have mastered many self-help skills, such as washing their hands and throwing their trash away. They are beginning to become problem solvers, and are filled with questions about the world around them. Our curriculum provides the three year olds with freedom to explore and learn, while maintaining the support of nurturing adults. The caregivers in the three year old room develop daily activities that engage the children, and challenge them to use the skills that they are learning and mastering each day. We offer a Three-Year-Old preschool program taught at Aquin Elementary 2 days a week. Many children choose to attend Aquin Little Angels on the other 3 days, though it is not a requirement.

Four-Year-Old Care: For children age 4-5

For those children who attend Pre-K, we offer care before and after school, as well as on non-school days.

School Aged Care: For children age 5 (attending or have attend kindergarten-8

We offer care before and after school, on non-school days (including weather cancellations or delays) and throughout the summer. Throughout the summer, children participate in a variety of field trips and activities throughout Cascade and the surrounding area.

The goal of our school age program is to provide the children with an environment to relax and have fun! At the end of the school day, many children are exhausted from the structure of school. Our program offers relief from the school day while maintaining the boundaries and safety of an organized program. Our staff provide a variety of activities for the children to choose from, from art projects to organized large motor games. Children will still be learning through the activities provided, but won't even realize it because they're having so much fun!

Our center is such that we can offer flexibility and individualization in the transition process. Parents and teachers will be in communication about a child's growth and development. Teachers, along with the director, will work with parents to develop a transition plan that will ease their child's transition to the new classroom.

***Due to individual development of children and space restrictions, the age at which children transition from room to room varies. The Director will try to notify Parents in advance when their child begins the transition process.*

At this time of publication the four year old and School age program are not running because of staffing. We will open as soon as we can.

Preschool is offered to children 3 years old before September 15th of the school year. The program is offered at Aquin Elementary

Lost and Found

A lost and found container is located near the entrance where car seats are stored. Please let any of the staff know if your child is missing anything. Make sure to always have all of your child's belongings clearly marked. After several months, lost and found items not claimed will be given to charity.

Nap/Rest Time

Young children need rest time during the day. Each classroom (excluding infants) will have rest time each afternoon following lunch. Children will be encouraged but not required to sleep. Soft, soothing music will be played, and staff will assist children in falling asleep. For children who do not sleep, after a period of rest a quiet toy or activity will be offered. As children wake up, classrooms will resume afternoon activities. Children are allowed to bring a small blanket from home to be kept at the center for nap time. In order to reduce the spread of illness, blankets should not be shared between home and the center. All center bedding is laundered at least weekly.

Children should not be scheduled to arrive during naptime if it can be avoided. It is extremely difficult for young children to walk into their classroom and immediately lay down for a nap.

Sample Schedule

All schedules are developed according to the developmental stages of children in each room, and are subject to change based upon daily needs of children, weather, or special activities. Each classroom has a schedule and daily lesson plan for the day posted in the room. Parents are encouraged to become involved in special activities and lessons. While the goal is to follow the lesson plan and daily schedule we are also flexible to recognize the children's needs and allow children interest to help mold the day.

The following is a basic center schedule:

6:30-8:00 am Drop off, Quiet activities: stories, puzzles, manipulatives, breakfast provided until 7:30 a.m.

8:00-8:30 am Toileting/Diapering, Hand washing

8:30-8:50 am Morning Meeting: songs, finger plays, letters, numbers, etc

8:50-9:15am art

9:15-9:30 am Manipulative, fine motor activity & sensory

9:30-9:50 am Toileting/Diapering, hand washing Morning Snack

9:50-10:05 am Morning Snack

9:50 a.m.-11:15am Creative Movement/Outdoor Play: Sensory experiences, balls, bikes, stroller rides

11:15-11:40am Story Time: Teacher led book, flashcards, etc

11:40 am-11:50 am Toileting/Diapering/Hand washing

11:50 Lunch

12:15-2:15 pm Rest Time Toileting/Diapering, Hand washing

2:15-2:30 pm Toileting, diapering, handwashing

2:30-2:40 pm pm Snack

2:40 pm-3:00 pm Group Time

3:00-4:15 pm Outdoor Play: Sensory experiences, balls, bikes, stroller rides

4:15-4:30pm Toileting/Diapering/Handwashing

4:30-5:30pm Indoor Play: Small groups, centers, art activities, sensory play or Quiet activities: stories, puzzles, manipulatives, Departures

In the later afternoon, classrooms often combine to reduce staff.

Staff Training

Staff includes the director, assistant director, lead teacher, early childhood associates, early childhood assistants, cook, and student teachers/practicum students.

All staff members will be trained in First Aid, CPR, Mandatory Child Abuse, Universal Precautions, Safe Environment Training, and Childcare Preservice Essentials Training within the first 90 days of employment. All staff will maintain all training as they expire. 6 additional training hours are required annually for all staff. The Department of Health and Human Services approves all training. All staff will be trained at orientation on emergency procedures and annually thereafter. School staff is regularly trained for all situations and routinely collaborates with the Cascade Police Department.

New staff will go through an orientation process to include policies and procedures for Aquin Little Angels, emergency procedures, and other HHS regulations. Aquin Early Childhood Center staff will receive training that helps support IQ4K rating including Passports to Early Childhood Education: Teacher and Staff Orientation.

Directors: Aquin Early Childhood Center director and assistant director will receive all the above qualifications and training. They will meet the qualifications of the Department of Health and Human Services for a Director and Assistant Director and will either hold or work toward their National Administrator Credential (NAC) along with other training requirements as set by IQ4K.

Supervision

Supervision is basic to safety and the prevention of injury and maintaining quality childcare. Aquin Early Childhood Center employees are trained on active supervision inside and outside the classrooms. Cell phone use while in the ratio is prohibited. Employees receiving training via Passports to Early Childhood Education in how to actively supervise and space out with other employees while caring for children. Throughout the day and when moving to a new space (like outdoors) employees will account for all children by doing name-to-face recognition by visually identifying each child. When leaving the program for walks, field trips, or other transportation children will be accounted for before, during, and after the Additional staff will accompany all trips off-campus should a trip include water, all staff will provide touch supervision they will be always within reach of the children.

During play time inside and outside staff position themselves in the classrooms, so they are able to see and hear all the children. They also walk around the room or outdoor space to ensure active supervision. Transition time staff are walking in front of the children, making sure to look back that all children are following. During basic routines such as handwashing, staff supervise the children to offer any support that is needed.

Classrooms are organized so staff can always see all the children. Appropriate height shelving is present so that staff may see children over them. All staff know how many children are currently in the classroom and do counts regularly. Especially if transitioning to a new space.

Staff are trained in classroom management during each step of their onboarding process. During the interview process, potential hires are informed about active supervision and its vital part in our programs. Upon hire, each new employee is trained on policies and procedures during orientation. Every staff member can observe classrooms out of ratio with current staff members. Training staff provide examples of how to move around the room and where to position themselves in the classroom setting. Each new hire is provided an employee handbook and family handbook and signs after reading the handbooks saying that they have done so. Throughout the year there are reminders sent out via email and reminders given in all staff meetings.

Aquin Early Childhood Center does not allow any pools of water on site. The only exception would be in a sensory table. Then, children are closely supervised. They are not allowed to be on the floor, they need to be on a raised surface. If children travel to a swimming pool, they are closely supervised by staff. Each staff member is stationed at a different location within the pool. Staff are expected to be in the pool, not outside of the pool.

State Quality Initiatives

The State of Iowa provides opportunities for licensed centers to participate in Quality 4 Kids (IQ4K). Aquin Early Childhood Center will take steps to improve quality and take part in these programs. By participating in these programs we will exceed state requirements and follow best practices as set by Early Childhood Professionals.

Supplies

All children must have an extra change of clothes available for accidents or spills.

Diapers & Wipes: Each child that requires diapers will need to bring his/her own. We prefer that parents bring a large package of diapers and wipes to be left at the center. Parents will be notified when their child's supply is low. Children going for more than 3 days without diapers may be asked to stay home until supplies are brought in.

Cloth Diapers: Children are permitted to wear cloth diapers, but the following guidelines must be met: 1. The diaper must be one piece, without a separate inner lining, 2. The parent must provide a water-proof bag or container that can be sealed in order to take the diapers home, and 3. Diapers may never be rinsed or cleaned at the center. Cloth diapers with a reusable cover will not be permitted.

Bottles: Each child that requires a bottle will need to bring his/her own. We ask that you bring a minimum of two bottles each day. Bottles will be sent home daily and parents will need to return them the next day.

Formula/Breast Milk: All formulas must be provided by the parent. It should be in the original container with an expiration date. Breast milk should be clearly marked with a date and the child's name. The center provides whole and Fat Free milk for all children. Any other milk must be provided by the parent. Milk should be in its original container.

Toilet Training

Readiness for toilet training varies with each child. Please discuss your child's readiness to begin toilet training with their caregiver. Children need to have good communication skills as well as awareness of their body functions before considering training. Children participating in preschool programs should be fully toilet trained (no diapers and/or pull-ups) and responsible for their own toileting needs due to unequipped changing areas.

Toys From Home

Toys and other personal items are not allowed to be brought into the center unless it is a teacher-requested item for a specific activity. We cannot be responsible for lost or broken toys.

All donated items must be in good repair and not recalled. Before donating, check with the center director to see if the item is appropriate in a childcare facility.

Program Information

Bullying Prevention

Aquin Early Childhood Center believes that all children have the right to a safe and healthy child care environment. Aquin Early Childhood Center must promote mutual respect, tolerance, and acceptance. Aquin Early Childhood Center will not tolerate behavior that infringes on the safety of any child. A child shall not intimidate, harass, or bully another student through words or actions. Such behaviors include direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Aquin Early Childhood Center will provide staff development training in bullying prevention and cultivate acceptance and understanding in all children and staff to build each site's capacity to maintain a safe and healthy learning environment.

Should a child or adult become aware of a bullying situation, it should be reported to the director/assistant director immediately. The director/assistant director will investigate with all parties. All parties involved will document the incident. The director/assistant director will document who, what, where, when, and how it affects the student which will remain in the child's file. A parent meeting may be held with the family to discuss solutions to end the bullying. This policy is shared with families and staff yearly.

Classroom Management

It is important to treat each child as an individual in a manner that is appropriate to the child's development, activity, and general well-being. Consistency, positive reinforcement, natural consequences, and positive redirection are used at the center to shape appropriate behavior in children. We also encourage the children to have peer to peer solutions. This encourages children to work together to solve problems in a positive and productive way. Staff are also constantly building and reinforcing relationships with children. Staff make connections and relationships with children in order to build trust. They support children to do the best that they can. Engaging in one-on-one connections with children ensures a secure and respectful relationship. Aquin Little Angels encourages social emotional learning. This can be taught through positive coping skills such as deep breathing, and problem-solving skills such as sharing and compromise.

During orientation and onsite training staff are able to learn how to create these positive relationships with children. Staff are also required to take Passport to Early Childhood Education: Teacher and Staff Orientation. This gives information on interactions with children, guiding behavior, and more.

Incident reports will be filled out by staff, so parents are kept aware of inappropriate behavior. If a child is exhibiting a consistent behavioral problem, the parent will be contacted to discuss the situation. Please discuss with the staff any changes, observations, questions, or suggestions you might have in dealing with your child(ren). No discipline will be used in connection to rest, food, or toileting. Corporal punishment and physical discipline are never used.

Curriculum

Aquin Early Childhood Center believes that each child is a unique individual and a gift from God. Our curriculum engages the whole child and supports their development where they currently are. We integrate religion throughout our program each and everyday through stories, interaction and prayer.

All classrooms in the center follow the Creative Curriculum. The Creative Curriculum is a curriculum based on learning through play. We focus on four main areas of development: Language, Social/Emotional, Cognitive, and Physical Development. Teachers will observe children and use the findings to plan activities and lessons for the classroom that will help children reach their fullest learning potential.

Curriculum goals:

- Provide a Christian setting and approach to the child in all areas of learning
- Help each child grow socially, physically, emotionally, intellectually, and spiritually
- Provide hands-on learning experiences
- Support each child in developing a positive self-image and self-esteem
create experiences that stimulate language development, memory, and curiosity
- Foster social-emotional growth with peers
- Model a loving, caring, and sharing attitude towards others

Developmental Screening and Monitoring Tools

Aquin Early Childhood Center will use the Ages and Stages (ASQ) screening tool as a developmental screening/monitoring tool. Students enrolled will be screened in their first 60 days and annually in October thereafter. The tool will be used to identify children's milestone achievements and to help identify any additional evaluation and/or intervention strategies that may be needed.

Inclusive Practices

Aquin Early Childhood Center strives to provide a safe and rich learning environment for all students. All children will be given equal opportunity in all activities. From time to time there may be a student enrolled that may require additional support due to diverse needs such as dual language learners, children with disabilities, identified behavioral needs, and/or specialized health needs. Children enrolling at Aquin Little Angels that require reasonable accommodations should fill out a Child Care Plan reviewed with the director/assistant director and family. The director/assistant director and family will work together to meet the needs of each student to the best of our ability. Aquin Early Childhood Center will make reasonable accommodations for diverse learners that are within our state ratios and not an undue financial burden. Additional staff support will not be provided. If additional supports are required, they will be provided by Keystone AEA. Space will be provided for all services required for the student or the specialists are welcomed into the classroom environment to provide services. Should a child have an IEP or for children under the age of 3 an IFSP a copy will be placed in their file and be provided to the staff as a reference.

Program Activities

Our program provides children with a variety of developmentally appropriate activities. Children are involved in art, music, language, science, math, and movement activities appropriate for their age. We provide children with the opportunity to interact in multi-age and similar age groupings. Aquin Early Childhood Center provides a unique opportunity to enhance the development of the whole child in a setting that models Christian values and beliefs. Activities are based on weekly themes. The lesson plans and schedule for the day are posted in each classroom.

Special Services

Students enrolled in the preschool and childcare have access to a variety of special services should the need arise. Aquin Early Childhood Center may consult or invite the services of the guidance counselor associated with the school. A guidance counselor may consult with the director, staff, or parents on a variety of educational and behavioral issues related to the child(ren). Additionally, Aquin Early Childhood Center has access to the AEA1 Keystone Early Access team, which is available for services including speech, audiology, and cognitive development.

Technology For Students

Aquin Early Childhood Center believes that hands-on experiences and learning are the best tools for success. However, developmentally appropriate use of technology can help young children grow and learn, especially when families and early educators play an active role. Uses for technology in the classroom include exploring new worlds, make-believe, actively engaging in challenging activities and new movements, learning to use technology, solving problems, and role play. With direction from the office of technology from the Department of Education, Aquin Early Childhood Center uses the following guiding principles for using technology in Early Childhood:

- Guiding principle #1- Technology- when used appropriately- can be a tool for learning
- Guiding principle #2- Technology should be used to increase access to learning opportunities for children
- Guiding principle #3- Technology may be used to strengthen relationships among parents, families, early educators, and young children.
- Guiding principle #4- Technology is more effective for learning when adults and peers interact or co-view with young children.

Children aged 0-2 are discouraged to use technology unless used by co-viewing with a teacher or group. Music and movement opportunities or visual stories will be limited. Children 2-5 will have opportunities for technology time screen time is limited to no more than 30 minutes total each day. School-age children may use

technology to explore and become active creators. Tablets and Chromebooks may be used for homework purposes or educational experiences monitored by staff.

All technology is carefully selected and monitored by Aquin Early Childhood Center employees. The use of technology does not displace healthy activities like indoor and outdoor gross motor, nap time, meal times, or active playtime. Aquin Early Childhood Center employees will communicate if longer screen time is offered including watching a longer video or DVD. Movies are discouraged regularly but may be viewed from time to time if part of an earned experience or it is tied to the curriculum.

Personal devices/cell phones for children need to stay in the child's backpack and always turned off when present at Aquin Early Childhood Center. Children will not be allowed to use personal devices including cell phones while attending Aquin Early Childhood Center.

Children are expected to have the permission of the director/assistant director/staff to use the telephone while attending childcare. The telephone will not be used to allow children to make arrangements after school with friends. Cellphones, iPods, personal iPads, and other personal electronics are encouraged to stay home. If they must come to childcare, they must stay in the child's book bag and be turned off. Any violations will result in the device being placed in the director's office to be picked up by the parent. We will not be responsible for any lost or stolen items.

Employees will only use technology that is provided by Aquin Early Childhood Center and personal electronics/phones will remain in a safe place and not in use when in ratio.

Volunteer Policy

The Director is responsible for scheduling all activities of volunteers working in the Center and for developing guidelines for participation in the Center. The Director is responsible for supervising and monitoring any activity initiated with the children by volunteers. Behavior which in any way jeopardizes the welfare of the children or interrupts the program will not be tolerated.

State licensing requires a state record and National (fingerprinting) record check if volunteers are transporting children/counted in ratio/engaging in any caretaking with the child(ren).

Family Involvement

All parents are encouraged to be involved in their child's early childhood education. Please let the center staff know if you would like to share your time and talent.

Access Information

If a family is unable to access information provided to them, Aquin Little Angels will either provide the information verbally or have the information translated into a document that can be read. The family must notify the center if this service is required. Aquin Early Childhood Center along with Aquin Education System has resources available that can assist in translation. If we are unable to provide that service within our system, we will help families find resources to fit their needs in the community. We will introduce them to other families with similar needs in our system so that they can share resources and information.

Access Policy

Aquin Early Childhood Center is responsible for ensuring the safety of the children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

1. Any person in the center who is not a director, on-site supervisor, staff member, subcontracted staff or volunteer who has had a record check and approval to be involved with childcare **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.
 - a. "unrestricted access" means that a person has contact with a child alone or is directly responsible for childcare.
 - b. It is imperative that Aquin Early Childhood Center not allow people who have not had a record check assume childcare responsibilities or be alone with children. This directly relates both to child safety and liability to the center.
2. Persons who do not have unrestricted access will be under direct **"supervision"** and **"monitoring"** of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.
 - a. **"Supervision"** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.
 - b. **"Monitoring"** means to be in charge of ensuring proper conduct of others.
3. Aquin Early Childhood Center 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 supervisor or another management staff to get approval for the person to be on site. If it becomes a dangerous situation, staff will follow the "intruder policy". 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 premises.
4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the 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 Aquin Early Childhood Center.

b. Shall not be on the property of Aquin Early Childhood Center without written permission of the center director, except for the time reasonably necessary to transport the offender's own minor children 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 and sex offender and kept on file for review by the center licensing consultant.

Aquin Little Angels staff will not become involved in parental custody issues.

The center requires a copy of the most current parenting plan or other court paperwork (custody, restraining order) to refuse a parent access to their child. The center is not willing or able to provide any type of supervised visitation between the non-custodial parent and child.

Biting Policy

Biting is a very common behavior for children under the age of 3. It is a typical part of growth and development for many children. When it happens, it can be scary and frustrating for children, parents and teachers. Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Childcare group situations are difficult: dealing with others constantly around, sharing attention and toys, and too much or too little stimulation are all very difficult for children. Biting is not something to blame on children, parents or their teachers. When biting breaks out, a high quality childcare program immediately takes action, not to blame the biters but to change the environment and help children change their behavior.

It is important that the caregivers remain calm and in control of their emotions when biting occurs. Staff should not show anger or frustration towards the child. The caregiver should calmly respond to the child, letting them know that biting is not ok. In addition to this, the following steps will be taken.

1. The Teacher will remove the child from the situation and focus caring attention on the child who was bitten.

2. Encourage the biter to help take care of the child that was bitten (hold ice pack, comfort the child).

3. The caregiver should talk to the child who bit (if able to communicate) and talk about different strategies that the child can use next time (give them appropriate words if able) instead of biting. This should be done in a short simple way

It is important to explore the reasons for biting when it occurs. Staff need to work with parents to gather information about the child's behavior and begin observations to determine the reason for biting. Examples of some triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are some examples of how the teacher will begin this assessment:

1. The teacher will examine the context in which the biting is occurring and look for patterns. The teacher will use the Center Action Plan for documentation and ask the following questions:
 - a. Was the space too crowded
 - b. Were there too few toys
 - c. Was there too little to do or too much waiting
 - d. Was the child who bit getting the attention and care he/she deserved at other times, other than when he/she was biting
2. The teacher will change the environment, routines or activities if necessary
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using words, if they are capable of them.
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent and administration will meet regularly to regulate an action plan and to measure the outcome of these changes.
7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

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

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

First Aid if bite breaks the skin. (both child and adult)

1. Wear gloves, clean wounds with soap and water. Run water over the wound for 5 minutes.
2. Control the bleeding.
3. Cover the wound with sterile dressing and bandage.
4. Contact the parents of BOTH children involved and encourage them to contact their healthcare provider to determine if they need to be seen.
5. Write a detailed incident report for both children involved with the incident. When children bite, their parents are informed personally and privately the same day. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident report form which is completed and signed by the teacher, parents and the Director is notified. The completed form will be retained in the children's file locked in the Director's office. The parents always have the option of receiving a copy of the report.

When biting occurs here's what you can expect from us:

- We will put the child's safety first and provide first aid as well as comfort, support and advice to any child who is bitten.
- We will provide appropriate programming for children to help prevent biting.
- We will make current information and resources on biting available to you.
- We will provide teachers with adequate knowledge and training to deal properly and effectively with biting.
- We will take concerns seriously and treat them with understanding and respect.
- We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.

- We will respond to your questions, concerns and suggestions – even when our response to some suggestions is no.
- We will work to schedule conferences about biting with you, at a time you can attend. We will keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior. We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We want the best for all the children in our program. If you want more information on biting or have questions or concerns, please let us know-we are here to help you and your child on their journey to independence.

Conferences

Parent conferences are offered annually in March. Participation is strongly recommended. This is an opportunity for parents to come with questions, and leave with answers. Teachers will share in detail information about the child's day to day activities, growth, and development.

Guidance/Discipline Policy

Aquin Early Childhood Center Teachers and Associates will strive to create an atmosphere of acceptance and to enhance the self-esteem of each child. When discipline is needed, we never use any type of physical punishment. Discipline will be positive guidance, redirection and limit setting. We will prohibit the use of humiliation and frightening punishment. We will also prohibit peers from administering discipline. All children, while at Aquin Early Childhood Center & Preschool have the same right and opportunity to discover and explore in a safe place. It should be understood that this discipline policy is not all inclusive. Specific situations will arise which must be dealt with on a case-by-case basis. We would like to stress the important role parents play in resolving discipline challenges. Please discuss problem solving in social situations and help your child learn appropriate alternatives to violence or other negative behaviors. Staff will use positive guidance to address behaviors. Teachers and staff will be proactive by using praise to reinforce appropriate behaviors, such as smiles or a compliment. Teachers and staff will also use redirection and give choices to the children to avoid conflicts. At some point children may need a minute to calm down, staff will encourage children to take a break and calm their body and mind down. This is not a punishment but rather a time for the child to regain control. If a child is exhibiting behaviors that are harmful to others or to themselves they may be removed from the classroom. Children will be supported while regaining control. Children will have the opportunity to discuss the situation with the teacher and find alternate ways of problem solving. Parents will also be notified of any situation when a child is removed from the classroom. No teacher or staff at Aquin Early Childhood Center will use corporal punishment or physical punishment. In order to provide a safe, nonthreatening environment for all the children we do have behavioral expectations. We expect the children to:

- Be respectful of others and their property. Inappropriate language, gestures and noncompliant behavior are not allowed. Property damage is the parent's responsibility.
- To speak kindly and respect another's private space. Any form of physical violence or verbal harassment will not be tolerated.
- Use time constructively. Try new things! This makes our program fun when everyone comes with an open mind.
- Keep personal items at home. Children will be told when they bring in items to share. Real or fake weapons will not be tolerated and may require immediate removal from the childcare program.

- Follow directions. All children must remain in program areas under direct supervision of staff at all times. Parents will receive incident reports when a situation occurs. Parents are asked to review the situation with the child and help them to problem solve alternative ways in handling a conflict that would be more appropriate in the future.

It is our goal for all children to find happiness and success in our center. In the event that the center is unable to provide the level or type of care necessary for a child to succeed in our environment, the parent may be asked to remove the child.

Parent Participation

Visiting: Parents/Guardians are welcome and encouraged to visit and observe at any time. Parent visits are especially helpful after a child has had the opportunity to adjust to their new center. When you visit, you will probably be asked, either by the children or the teacher, to read a story, build with blocks, or get involved in some way. Parents may come at any time to visit or pick up their children. As a parent, you will have unlimited access to your child.

Participation: Websites, newsletters, informal chats with the teacher, and the things your child tells you about his/her preschool/pre-K /childcare experience are no substitute for actually “being there.” Parents are an important part of our program, and we offer many ways for parent participation in your child’s experiences. These might include sharing special talents with the children, helping at parties, or taping a story for use in the listening center.

Meetings: Events may be scheduled throughout the year for parents, offering chances to become better informed about issues relating to child development, parenting, and childcare. In addition, social events will be planned to provide opportunities for families to get to know each other

Receiving Communication

Communication is the key to any successful partnership. We strongly urge parents to chat daily with the teachers in your child’s room at drop off and pick up times. All children in the infant and toddler classrooms will receive daily sheets/electronic communication detailing their naps, meals, diaper changes, and activities for the day. If you would like a daily sheet for your older child/electronic communication, you may request one from your child’s teacher. Staff will keep regular communication open with parents. The director/assistant director will send weekly communication with the parent's weekly statements.

There is a bulletin board above the check in computer that will have messages posted.

All other messages will be sent through email.

Special Days

Our goal in education is to teach the value of differences, while preserving each family’s autonomy by sharing information about the holidays, celebrations and traditions they observe. Inevitably, this will sometimes lead to conversations and questions about religion and family values. We will treat these issues with sensitivity, equality and open-mindedness, valuing each family's choice and uniqueness. Aquin Early Childhood is a private Catholic child care center and therefore provides a curriculum designed from that view

Food Service

Meals

- The Aquin Early Childhood Center follows the Child Adult Care Food Program guidelines.
- Parents may request a copy of the menu. Menus are posted on the parent board.
- All meals and snacks served meet all state requirements. The center serves children breakfast, morning snack, lunch, and afternoon snack. All meals and snacks are prepared at the Aquin Early Childhood Center kitchen.
- Parents must provide proper documentation for any allergies, medical conditions, or religious exemptions signed by a physician or clergy. Director will provide an Allergy/Food exception statement. Foodservice staff will then work with the family to make sure proper nutritional needs are met.
- Aquin Early Childhood Center will evaluate each medical or religious case and will work closely with the parents to make accommodations based on a staff-to-child ratio.
- The CACFP has specific requirements for children's meals and/or snacks. If you wish to provide a cold lunch from home for your child, please remember that all four food groups must be represented in the lunch. If not, we are required to supplement any lunch that does not meet the requirements. Please ask for guidelines of creditable foods and portions required in a lunch.
- Menus are kept on file for three years plus the current fiscal year. Any changes will be noted on the menus.
- Children bringing food from home need to provide proper storage. We are not able to microwave meals. Parents should notify staff that their child will not be eating the hot lunch served by the center.
- If a parent wishes to bring a treat to celebrate a child's birthday, please consult with the director regarding food allergies. Fresh fruit or other healthy options are encouraged in place of traditional cakes or other sweets.

Meals are served family style, with children scooping their own foods onto their plates (as developmentally appropriate). Staff will participate in meal time with the children, encouraging conversation and socialization. Teachers will encourage children to try all food on their plates; however, children will never be forced to eat anything or to "clean" their plates.

Children arriving after mealtimes will not be served the meal. Parents should consult their child's individual classroom schedule to ensure that children arrive in time for meals.

Meal and Snack Times

Children arriving after these times should eat at home. Please do not bring in outside food to eat if you have missed one of these times.

Breakfast:	7:00 a.m.-7:30 a.m.
A.M. Snack	9:30 a.m. -9:45 a.m.
Lunch	11:30 a.m.-12:00 p.m.
P.M. Snack	2:30 p.m. - 2:45 p.m.

USDA Nondiscrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital Status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at www.ascr.usda.gov/complaint_filing_cust.html Or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

Meals From Home

While we encourage students to participate in our food program, we also understand that some children require meals from home. If your child will be bringing a lunch from home, the following is required:

- Must be self-contained and temperature-controlled in their container, labeled with your child's name.
- Must be ready to serve with no heating or preparation required. Must require no refrigeration.
- Must be portable.
- All beverages must be in single-serve containers, individually labeled and measured for that day.
- Must comply with nutritional standards. All components required: Meat or meat alternative, vegetables, fruit, grain and milk.

If your child's meal is missing any of the components listed above, they will be provided with a school lunch and a note will come home indicating what was missing from the meal.

Food Allergies and Special Dietary Needs

Aquin Early Childhood Center and the food program will work together to accommodate any child with a food allergy or special dietary needs. Additional paperwork is required for any substitutions or changes in our menu. Please contact the director for the correct forms to fill out. Food preferences without written physician verification will not be allowed.

Infant Care

Infant feeding

Infants will be fed on demand and in accordance with a schedule provided by parents. Parents will provide bottles, breast milk or formula, cereal, and baby food for all infants. All food items brought in must be in the original container and labeled with the child's name.

Breastfeeding Policy

The Aquin Early Childhood Center understands the importance of breast milk to an infant's health, and strives to provide a supportive environment for breastfeeding mothers. Mothers are welcome to come to the center to nurse their children in the classroom throughout the day. If a private location is desired for nursing, arrangements may be made through the director to use a different room.

For mothers who choose to bring in breast milk, refrigerators are available in both infant classrooms for storage. Milk should be labeled with the child's name, and the date. Any unused milk will be sent home nightly. Empty bottles will be sent home with parents each night to be washed and sanitized.

Bottle policy

Formula bottles once mixed, can be refrigerated for up to 48 hours. Human milk stays good in the refrigerator for 48 hours or in the freezer for three months. Once a child drinks out of a bottle, or once a bottle is warmed, it is only good for one hour. After that hour has lapsed, the bottle will be discarded.

Diapers and Wipes

Parents are responsible for bringing diapers and wipes.

Infant sleep policy

It is our goal to keep all children in our care safe. In order to reduce the risk of SIDS (Sudden Infant Death Syndrome) in the childcare environment, and per the American Academy of Pediatrics recommendations, the following guidelines will be followed for infant sleeping in the center:

- All infants will be placed on their backs to sleep
- If a parent requests that an infant be placed in a different position, a signed physician's note stating why it is medically necessary must be provided
- Infants will not be permitted to sleep in swings, car seats, or anywhere other than a crib
- All cribs will have a firm mattress with a tight fitting sheet
- Blankets, toys, bottles, or other items will not be placed in the crib with an infant
- Sleeping infants will be checked periodically by staff members
- Infants will not be swaddled in cribs
- No sleeping infant will be left unattended
- If an infant requires something for warmth while sleeping, a "sleep sack" can be used

Health and Safety

Accident and Incident Reports

Incidents or accidents resulting in injury to a child (including medical and dental) will be reported to the parent on the day of the incident/accident. The written report will be prepared by the staff person who observed the incident or accident and shall include a general description of the incident/accident and the action taken, if any, by the staff at the center. Parents will receive dated reports on the day of the incident/accident. If a child is seriously injured, the staff will call and notify the parent and/or call 911. Incident reports will be filled out by staff when children are using inappropriate behavior that could result in injury to another child or staff member, or that is not respectful of other children or staff at our site.

Frequency of Sanitation

All classrooms are cleaned regularly and thoroughly. Surfaces, dishes, toys, and classroom furniture are cleaned and sanitized according to the standards set forth by the Department of Health and Human Services. Any item that is contaminated by bodily fluids or visibly soiled is taken out of commission until proper cleaning and sanitizing may be done. In the event of an illness outbreak, sanitation frequency will be increased to battle the illness.

Hand Washing

Hand washing is the first line of defense when it comes to the spread of disease. Staff and children must wash their hands upon arriving at childcare, before and after eating, when visibly dirty, after playing outside, after contact with bodily fluids such as mucus, blood, or waste, after diapering or toileting.

Gloves are worn for all food prep, diapering and assistance with toiletry, and application of sunscreen, salves, or creams. Staff is trained on the importance of Universal Precautions and is dedicated to following the correct hand washing procedure of:

- Wet Hands and apply soap
- Rub hands out the water for at least 30 seconds
- Rinse thoroughly
- Dry thoroughly with paper towel
- Turn faucet off with paper towel

Injury Policy

Parents shall be notified on the day of the incident involving a child that includes:

- Minor injuries
- Minor changes in health status
- Minor behavioral concerns
- Incidents resulting in injury to a child

Shall be verbally notified immediately when there is:

- A serious injury to a child
- An incident resulting in significant change and health status
- An incident includes a child being involved in inappropriate, sexually acting out behavior.

A written report, fully documenting every incident, shall be provided to the parent or authorized person. This should be completed by the staff that witnessed the incident and retained in the child file. Serious injuries and deaths must be reported to the Department within 24 hours.

Medical Policies and Procedures

Emergency Authorization

As part of the enrollment paperwork, parents will be asked to fill out an Emergency Medical Treatment Authorization authorizing staff to secure emergency medical/dental care and treatment. If a child is in need of transport to a health facility, the emergency medical system will be contacted. The parent will be informed as soon as possible of all actions taken to protect and safeguard their child's health. Parents are responsible for all fees associated with emergency medical care.

Mandatory Reporting

As outlined in the Iowa code and the Archdiocese of Dubuque, all providers of early childhood services are mandated by law to report any suspected cases of sexual abuse, physical abuse, or neglect. Iowa law states that the preschool and childcare personnel may take, at public expense, photographs of the injured area. Any person participating in the making of, or in the investigation of, a report shall have immunity from any liability, civil or criminal, which might otherwise be imposed.

In compliance with School Laws of Iowa and Archdiocesan School Board Policy 4116.30c, all employees of Aquin Early Childhood Center who have a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Health and Human Services (HHS) within 24 hours and follow the verbal report with a written report on appropriate forms. The contact number for the area Department of Human Resources is 563-557-8251.

This policy complies with Iowa Code 280.17, School Rules of Iowa 281-102, and Archdiocesan School Board Policy 4116.30c. The policy for the protection of minors and standards of conduct for personnel of the educational programs of the Archdiocese of Dubuque are listed below. Additional information on the *Policy for the Protection of Minors, Archdiocese of Dubuque* can be referenced at www.dbqarch.org/?s=protection+of+children.

First Aid Kits

The center shall ensure that a clearly labeled first aid kit is always available and easily accessible to staff when children are present. Signs will be posted in rooms identifying where first aid kits are located. The kit shall be sufficient to address first aid related to minor injury or trauma and will be stored in an area that is inaccessible to children.

Head Lice

Center/Parent Plan for Head Lice: Head lice information will be available upon request or given when needed. Open communication is encouraged to reduce incidences of head lice. Parents are responsible for the weekly inspection of their child's hair. Reports of head lice should be made to the director, care providers, and all close contacts. The parents and guardians of the designated adults will be responsible for completing the nit and/or lice removal.

Illness Prevention

Keeping the children in our care healthy and free from illness is a joint effort between families and good health policies. Keeping ill children home, proper handwashing, and cleaning and sanitizing are keys to keeping our children safe and healthy. Families must keep children at home ill so they may avoid bringing illness into the classrooms.

Handwashing procedures: Hand Washing should be done regularly and especially at the following times

- upon arrival at the center
- immediately before eating or participating in any food service activity
- after diapering (children's hands should also be washed thoroughly)
- after water play
- after returning from playing outside
- before leaving the restroom
- after handling animals and cleaning cages
- before and after administering non-emergency first aid and medication

Health and Illness Policy Exclusion of Ill Children

Aquin Early Childhood Center health and illness policies are created with guidance from the Dubuque Child Care Nurse Consultant, Iowa Department of Public Health, and *Caring for Our Children*. Aquin Little Angels health and illness policies may differ from those of your physicians. Caring for children in a group setting differs from caring for children in the home, therefore our health and illness policies **will override those of the child's medical providers'** recommendations if they differ. As children are dropped off each day, it is a great opportunity for families and Aquin Little Angels staff to discuss how each child is doing. A daily check of the child's overall health will be completed at drop-off time. A staff member will look for any signs of illness, communicable disease, or unusual condition or behavior that may adversely affect the child or the group. If a staff member has questions or concerns regarding your child's health, the parent will be asked to take the child home or consult the child's physician for a check. We reserve the right to ask for a physician's note at any point for the child to be readmitted to the group setting.

If a child becomes ill while at the center, the parent will be contacted, and the child isolated from the group. A child isolated at the center will be placed in his or her crib or on a cot away from the other children or brought to the office. In the best interest of the child, the parent will be expected to remove the child from the center within one hour.

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

- Prevents the child from participating comfortably in activities.
- A need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficult breathing, or a quickly spreading rash.
- Fever with or without behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea) in infants older than 2 months of age.

A fever is defined as:

- A fever is a temperature that is 101 degrees F [38.3 degrees C] or above by any method. The child must be fever free without medication before returning.

Ill children that are sent home or not in attendance due to any of the following illnesses or other illnesses must remain out of childcare (including all services provided by Aquin Early Childhood Center. Children may not return until they are free from fever, vomiting, diarrhea, or other signs of illness for 24 hours without medication. **When referring to the 24 hours of exclusion, the 24 hours start the next calendar day after the first symptoms started. The first day of symptoms does not count towards the 24-hour exclusion. If your child has a communicable disease, you must report it to the director immediately so it can be posted on the parent information board. Communicable diseases and/or illnesses present in the center will be posted near the timeclock at each site. Please keep Aquin Little Angels informed of any changes in your child's health status and/or eating habits (i.e., a child who develops an allergy).

<u>ILLNESS</u>	<u>EXCLUDE*</u>	<u>RETURN TO CHILD CARE</u>
<u>Asthma and Bronchiolitis</u>	<u>No, unless the child meets exclusion criteria. *</u>	<u>With the resolution of exclusion criteria. *</u>
<u>COVID-19</u>	<u>Yes</u>	<u>Aquin Little Angels Early Childhood will follow the Iowa Public Health Child Illness and Exclusion for Education and Child Care Settings Guidelines for positive COVID-19 cases.</u>
<u>Croup</u>	<u>No, unless the child meets exclusion criteria. *</u>	<u>With the resolution of exclusion criteria. *</u>
<u>Diarrhea (infectious)</u>	<u>Yes (there are special exclusion rules for E. coli 0157.H7, Shigella, and cryptosporidiosis).</u>	<u>When diarrhea stops and the health care provider or public health official states the child may return. With the resolution of exclusion criteria. *</u>
<u>Diarrhea (non-infectious)</u>	<u>Yes, if stool cannot be contained in the diaper, or if the toilet child has 2 or more loose stools that is not contained, or blood in the stool.</u>	<u>When diarrhea is free for 24 hours and with the resolution of exclusion criteria. *</u>
<u>Fifth Disease</u>	<u>No. Unless the child meets other exclusion criteria. *</u>	<u>If excluded due to the presence of other exclusion criteria, with a resolution of exclusion criteria. *</u>

<u>Hand Foot and Mouth Disease</u>	<u>No. Unless the child meets other exclusion criteria. * Or is excessively drooling with mouth sores.</u>	<u>If excluded due to the presence of other exclusion criteria, with the resolution of exclusion criteria. *</u>
<u>Head Lice (Pediculosis)</u>	<u>Yes. Identified Head Lice Cases: A parent will be notified to pick up immediately. A checklist will be sent home of procedures that need to be completed before the child is allowed to come back to the center/preschool.</u>	<u>The focus should be on shampooing and the tedious task of nit removal. Children can return to the center upon completion of the center's head lice control checklist (given when needed). A child will be excluded from the center if live lice are identified. The Iowa Department of Public Health & Healthy Child Care Iowa recommends a 14-day treatment protocol. If excluded due to the presence of other exclusion criteria and with the resolution of exclusion criteria. *</u>

<u>Impetigo</u>	<u>Yes, exclude at the onset of blisters and with the resolution of exclusion criteria. *</u>	<u>After the child has been seen by the doctor, after 24 hours on antibiotics, blisters are covered. With the resolution of exclusion criteria. *</u>
<u>Influenza</u>	<u>Yes</u>	<u>When a child is fever free for 24 hours without medication and with a resolution of exclusion criteria. *</u>

<u>Molluscum Contagiosum</u>	<u>No. Unless the child meets other exclusion criteria. *</u>	<u>Skin disease is similar to warts. Do not share towels or clothing and use good hand hygiene. If excluded due to the presence of other exclusion criteria, with a resolution of exclusion criteria. *</u> —
<u>MRSA</u>	<u>No. Unless the child meets other exclusion criteria. *</u>	<u>Wounds should be kept covered and gloves worn during bandage changes. Do not share towels or clothing and use good hand hygiene. If excluded due to the presence of other exclusion criteria, with a resolution of exclusion criteria. *</u>
<u>Otitis Media (ear infection)</u>	<u>No. Unless the child meets other exclusion criteria. *</u>	<u>If excluded due to the presence of other exclusion criteria, with the resolution of exclusion criteria. * Note: Ear infections are not contagious.</u>
<u>Pertussis (Whooping Cough)</u>	<u>Yes.</u>	<u>The child may return after 5 days of antibiotics and resolution of exclusion criteria. *</u>
<u>Pink Eye Conjunctivitis</u>	<u>Yes.</u>	<u>When a health care provider or public health official recommends it. The child may be readmitted after treatment has begun. If excluded due to the presence of other exclusion criteria, with the resolution of exclusion criteria. *</u>
<u>Pneumonia</u>	<u>No, unless the child meets exclusion criteria. *</u>	<u>With a resolution of exclusion criteria. *</u> —

<u>Rash</u>	<u>Yes.</u>	<u>After 24 hours of antibiotic if required by a health professional. With a resolution of exclusion criteria. *</u> <u>Note: Determining the cause of a rash requires a health professional's note</u>
<u>Ringworm</u>	<u>No. Unless the child meets other exclusion criteria. *</u>	<u>Treatment of ringworm infection may be delayed to the end of the day. The child may be readmitted after treatment has begun. Cover lesion(s) if possible. Do not share clothing, bedding, or personal items. If excluded due to the presence of other exclusion criteria, with a resolution of exclusion criteria. *</u>
<u>Strep Throat</u>	<u>Yes.</u>	<u>After 24 hours of antibiotic and with the resolution of exclusion criteria. *</u>
<u>Vomiting</u>	<u>Yes.</u>	<u>When the child hasn't vomited in 24 hours and with the resolution of exclusion criteria. *</u>

Medication Policy

The following medications will be administered by the staff:

- Hand lotions
- Oral prescription drugs
- Non-Medicated Lip Balm
- Salves (including ointments and sunscreen)
- All prescription and over the counter medication

All medications require a permission slip signed and dated by the parent before medications can be administered to the child. The permission slip must give specific instructions on the time and dose to be given. A parent cannot instruct a staff member to give medication “as needed.”

Medications can only be used as directed on the package. Written doctor permission must be provided for any medication given other than directed on the package. Medication should be given at home if possible.

Each medication must be in the original container. Each center will have a designated medication administrator. If special training needs to be given for us to give a certain medication, the parents must provide and set up that training for our staff.

Since the administration of acetaminophen, etc. may disguise the symptoms of what could be a contagious disease, the staff will administer acetaminophen for analgesic discomfort only.

Centers will store all medications in a locked cabinet or box. Centers may not store any medication unless there is a signed permission slip directing staff to do so.

Medical Records

Health history is to be submitted by each child's parents upon admission to Aquin Early Childhood Center. The health history is to include immunization records, listing of allergies, and any conditions of the child which may be adversely affected by the child care experience or which may have an adverse effect upon other children. Physical examinations must be updated at least annually.

Oral Health

Good oral hygiene is important for all children. Aquin Early Childhood CenterA will provide a resource list to families/children that do not have a dentist or that request information on the dentist of their choice.

Following eating, staff will encourage children to rinse their mouths with water. Sippy cups and bottles (when appropriate) will only be allowed at mealtimes and not allowed at nap times. Aquin Little Angels participates in CACFP to provide healthy foods for all children enrolled. Teachers and staff will provide age-appropriate oral health educational activities to the children. If a dental emergency should arise, staff are trained to follow the Emergency plan provided in each classroom.

Playground Equipment Stability and Fall Surfacing Inspection

Aquin Early Childhood Center makes every effort to maintain a safe environment for children indoors and outdoors. While children are at play on our playgrounds, outdoor space, and indoor motor spaces active supervision and regular inspection of equipment are required. Orientation for new employees includes playground safety and how to report safety concerns both indoors and outdoors. All installed playground equipment is constructed following the manufacturing instructions or assembled by the selling company. Fall surface is inspected monthly and replaced as needed or on an annual basis according to the regulations in *Caring for our Children*. To ensure that the playground equipment and space are safe for children to play the following takes place. Monthly thorough playground inspections are conducted, recorded, and reviewed by HHS license consultant. Playground inspection list include the following;

- The area is securely fenced in and gate latches are locked and may be open by adults
- Play equipment surfaces are smooth and splinter free
- There is enough cushioning material under play equipment
- No objects or obstructions are under or around equipment where children might fall.
- There are no frayed cables, no worn ropes, and no chains that could pinch.
- No broken glass or debris is present.
- Riding paths are clearly marked, gently curved, separate from large group areas.
- Screws, nuts, bolts are securely attached and recessed
- Tricycles and other riding toys are in good repair.
- Daily checks by teaching staff each day.
- Reporting practices for materials or equipment that need repair or replacement is in place.
- Broken and unsafe materials will be immediately removed, repaired, or thrown away.

Sunscreen

Due to the risks of overexposure to sun, all children must have sunscreen on when playing outdoors. Aquin Early Childhood Center will provide sunscreen. If you are wanting a particular brand you will need to provide at your cost. Children with allergies that prevent the use of sunscreen will need to have a doctor's note on file explaining why sunscreen may not be used.

Strangulation Prevention

Strangulation can cause harm to children, to prevent unintentional strangulation Aquin Early Childhood Center practices the following:

- Strings and cords long enough to encircle a child's neck will not be accessible
- Window blinds will not have looped cords
- Dramatic play items will be inspected for straps or cords and will be removed or shortened.
- Tie, scarves, necklaces, etc. will only be used by children over the age of three and will be directly supervised.
- Pacifiers may not be attached using sting, ribbon, or pacifier holders
- Parents will be asked to remove hood or neck strings from children's clothing
- Lanyards will be break away type

Emergency Procedures

Asbestos

Federal regulations and Archdiocesan School Board policy 7113, require us to inform if we have asbestos in our building. Aquin Little Angels does not contain asbestos..

Blizzard/Severe Weather

In the event that the center was to close for a blizzard or other severe weather, parents will be notified by email and the procare app. If the center needed to close early, parents would be notified immediately via email, telephone call, or procare app and should arrive within 30 minutes to get their children. In the event that conditions would be such that travel would be dangerous or impossible, parents and children shall remain at the center until travel becomes safe.

Bomb Threat

In the event of a bomb threat, the center would be evacuated according to the direction of the Cascade Police Department. Our designated safe area is the storm shelter in the basement, however, security may deem it necessary for children to be evacuated to another point either to our neighborhood location (Aquin Elementary) or out of neighborhood location. Parents would be notified as soon as possible.

Chemical Right To Know

The Chemical Right to Know Law requires that all schools/early childhood centers in the nation prepare a list of chemicals that are known to be present in their buildings and maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The early childhood 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 school and where they are stored, please contact the director.

Chemical Spills

If there were a minor chemical spill of a non-hazardous substance, the area would be blocked off and cleaned up immediately. If a serious or hazardous spill occurs, we would evacuate the building, emergency response

activated, and parents would be notified. For spills within the greater community, we would follow the Cascade City Crisis Management Plan.

Evacuation

Aquin Early Childhood Center will take direction for any evacuation from the local authorities. If no alternate direction is provided Aquin Little Angels students and staff will go to Aquin Elementary School in case of an emergency evacuation.

Emergency Closings

In the event of school closings due to inclement weather, it is the intent that Aquin Early Childhood Center will remain open. In extreme weather conditions, it may be necessary for Aquin Early Childhood Center to CLOSE. Parents will be notified through email, Procure, or the Procure App.

Preschool and pre-k follow the school calendar and, as a result, follow the emergency closing procedures established by Aquin Education System. All preschool children may attend Aquin Early Childhood Center when preschool is canceled due to weather. When school is delayed because of inclement weather your preschooler may attend wrap around care at Aquin Early Childhood Center. When school is dismissed early because of inclement weather, preschoolers may attend wrap around care at Aquin Little Angels.

Fire

Fire drills are practiced monthly to prepare staff and children to evacuate the building quickly. There are emergency exit plans posted outside of each classroom and Emergency Preparedness plans in each classroom. In the event of a fire, the children would be evacuated on foot, carried by staff, or using evacuation cribs. All staff will take emergency kits containing emergency contact information and bring the children to the east doors of Aquin Elementary. A head count will be conducted immediately by the director or his/her designee. Once all children are accounted for, children will be brought inside the Aquin Elementary building and emergency contacts will be notified.

Intruders

If an intruder would enter the center, they would be asked to leave immediately, and the police would be notified.

Lead In the Drinking Water

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

Lead Poisoning and Lead Paint Testing

Flaking or deteriorating lead paint on the interior or exterior surfaces will be removed or abated according to health regulations.

Lockdown

Upon direction from the police department, it may be necessary to lock down the center for the safety of the children. Upon receiving this directly from the police department, children and adults will not be allowed entry or be released from the center under any circumstance until the “all clear” is directed by the police department. Lockdown procedures are discussed with all staff.

Lost, Missing or Abducted Children

If a child would become lost or abducted, the parents or guardian would be notified immediately, and the police would be called. The last known location of the child would be shared with the authorities. HHS will be informed the same day of the incident. The director or designee will be stipulated as the search person and designate other staff members/adults to help in the search. Steps are outlined in the emergency response plan. An incident report will be filled out and communicated to the parents on the day of the incident.

Prevention measures in place to avoid a lost or missing child include matching shirts for field trips, staff counting children frequently in class and before and after moving to a new location, and older students are taught what to do if they are separated from the group. When traveling on field trips and in vehicles, staff complete roll calls frequently. If in a vehicle, they will conduct roll calls when they are boarding the vehicle and after exiting the vehicle. When children are outside, staff count children before going outside and before coming inside. Each staff member also walks through to check for any children that are still outside, in a vehicle, or on a field trip. Each staff member has a clipboard with their children’s names to take roll calls.

Parent Under the Influence

Should a parent or an authorized pick-up person arrive at the center to pick up a child(ren) and appear to be in a state of suspected intoxication or severely influenced by other drugs the following steps will be taken:

1. Center staff will notify the director or the on-site supervisor if he/she is unavailable.
2. The director or on-site supervisor will try to contact another authorized person to pick up the child.
3. If this attempt fails and the person insists on taking the child(ren), the director or on-site supervisor will notify the pick-up person that the police will be contacted when they leave the building.
4. Director and/or site supervisor will record the make, model, and vehicle license plate number, and contact the police immediately.

Power Failure

In the event that the power would go out at the center, children would be kept calm and comfortable and daily activities would proceed as much as possible. The building is equipped with emergency lights and all classrooms have flashlights, with staff aware of their location. The director will discover if the power failure is confined to the building or if it includes the neighborhood. The maintenance person and the power company will be notified. Unless the power failure is accompanied by an emergency that would require evacuation, all children and staff will remain in the building. If evacuation is necessary, staff will follow the evacuation procedure, looking for and avoiding any downed power lines. In the event that the power failure would cause a safety risk for the children, the center would close and parents would be notified via telephone/email by the director or his/her designee.

Radon Testing

Radon concentration inside a building used for childcare should be less than 4 picocuries per liter of air. By HHS regulations, Aquin Little Angels Early Childhood is tested every five years for radon.

Road Conditions and Blizzards

If road conditions are such that driving is impossible, children, staff, and any parents in the building will remain until the roads are passable. All parents will be notified of the situation and appropriate arrangements will be made.

Security Cameras

All Aquin Early Childhood Center sites are equipped with security cameras for the safety of all the families that are served. Cameras record the activities of children in these areas.

Structural Damage

In the event that the childcare center would incur structural damage, children would be relocated to Aquin Elementary. Emergency personnel would be notified as necessary. Children, staff members, or parents would not be allowed to re-enter the building until it is deemed safe. Parents would be notified as soon as possible.

Student Privacy Act

In conformity with the Student Privacy Act and Archdiocesan School Board policy 5125, Aquin early childhood programs do not send out child information to any outside organizations without the written authorization of the parent/guardian.

Tobacco Free and Nicotine Free Campus

The Iowa Smoke-free Air Act applies to the Archdiocese and Aquin Little Angels. This policy applies equally to all employees, volunteers, students, or other visitors to Aquin Little Angels. Infants and young children exposed to secondhand smoke are at risk of severe asthma, respiratory infections, and sudden infant death syndrome. At all times, tobacco, nicotine, electronic cigarettes, and vaping are prohibited inside of the building, on the grounds (including employee vehicles while at work), in any vehicles used to transport children, on all Aquin School properties. Employees are prohibited from wearing clothing that smells of smoke when working.

Tornado/Severe Weather

Tornado drills are practiced monthly in order to prepare children and staff for an emergency. In the event of a tornado, staff would be notified via the center's weather radios. At that point, staff would bring all children to the basement, along with emergency kits and class rosters. Any parents or other visitors in the building would also be required to proceed to the safe area. The director will conduct a head count. Everyone will remain in the safe area until the National Weather Service or local authorities deem it safe to return to classrooms. The safe area is equipped with food, water, diapers, and other emergency supplies.

Under the Influence of Drugs and Alcohol

If a parent or authorized pick-up arrives under the influence of drugs or alcohol, Aquin Early Childhood Center employees will work to contact an alternate pick-up person. If the person is not a legal parent or guardian, we will not release the child. If the parent becomes insistent to take the child, we cannot withhold any child from a legal parent or guardian. Local authorities will be contacted, and the license plate number will be provided to the authorities. An incident report will be written.

Weapons and Dangerous Instruments

It is the policy of Aquin Early Childhood Center that weapons, and other dangerous objects be taken from individuals who bring them onto the early childhood center property or from individuals participating in any childhood center activity on or off-site. Parents/guardians of students or children found in the possession of a weapon or dangerous object will be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the child will be subject to disciplinary actions.