

Welcome!

Thank you for choosing Sacred Heart School, we are excited to have you as part of our school family. Within this handbook, you will find information regarding the policies and operation of our preschool and childcare program. If you have any questions regarding our policies and procedures, please feel free to contact our On-Site Supervisor Trish Schmid at trish@shmonticello.org or Sacred Hearts Principal Will Spencer at will@shmonticello.org.

Preschool Mission Statement

Be it known to all who enter here that Christ is the reason for this school. He is the unseen but ever present teacher in its classes. He is the model for the faculty and an inspiration for the students.

Sacred Heart School Early Childhood Philosophy

The philosophy of a childcare center is the determining factor in the quality of experience that you and your child will receive. The core philosophy of Sacred Heart School is to provide quality, loving care for all children. Our philosophy permeates every aspect of our center- programming, staffing, and the center environment. Because the description of loving care is broad, we have developed a core description of what we consider quality, loving care:

- Accepting children as they are, valuing uniqueness.
- Nurturing and supporting children through positive interactions with caring adults
- Meeting children's need for structure by following daily routines and providing clear, consistent behavioral expectations and consequences
- Facilitating children's self understanding through clear, consistent discipline and positive behavior modeling and reinforcement
- Encouraging children to develop self-sufficiency by taking responsibility for themselves and their actions
- Assisting children to perceive their world holistically, recognizing the connection and interdependence among all things, valuing uniqueness and diversity.

Early Childhood Goals

Through our philosophy, we strive to reach the following goals:

- Provide children with opportunities to enhance their Christian values
- Provide a developmentally appropriate curriculum and environment
- Help each child to develop feelings of self worth, respect and love for others
- Build a cooperative and supportive teaching partnership between family and school
- Provide the young child with a flexible environment that offers security of definite limits while providing freedom to explore.

Our Program

Three-Year-Old Preschool and ChildCare

The 3 and 4 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 preschool curriculum provides the three-year olds with freedom to explore and learn, while maintaining the support of nurturing adults. The teachers 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. Our childcare teachers provide an afternoon filled with lunch, outdoor time, rest, snack and free play/center time. The children will also have access to art activities, music and reading. We offer a Three-Year-Old Preschool Program 2 days a week with a choice of either Monday and Wednesday or Tuesday and Thursday morning. Childcare is offered Monday-Thursday from 11:00-5:30pm.

Staff Ratios

A staff to child ratio of 1:8 will be followed at all times.

Staff Training

All staff are required to complete a certain number of hours of trainings each year. Every staff is trained in CPR/First Aid, Blood borne Pathogens/Universal Precautions, Virtus and Essentials Training. All staff also are required to take a course on Mandatory Reporting of Abuse. Additionally, staff take continuing education trainings as a way to continually improve the quality of care that our center has to offer.

Daily Routines

Our classroom routine is posted on our parent board. The following is a basic center schedule:

- 8:00 Doors Open
- 8-8:25 Carpet and Table Activities
- 8:30 Carpet Time/Circle Time
- 8:45 Centers
- 9:45 Story Time/Religion
- 10:00 Snack
- 10:35 Outside/Large Motor activities
- 10:55 Dismissal of 3 yr preschool
- 10:55 Childcare begins-outdoor time
- 11:45 Lunch
- 12:30 Quiet activities
- 12:45 Rest
- 2:45 Snack
- 3:15 Free Play/Art/Music/Outdoor Time
- 5:30 Close

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Curriculum

Our staff work together to implement a curriculum that addresses four main areas of development:

Social/Emotional: Sharing, working together, self esteem, and positive self image

Language: Communication and literacy

Physical: Gross and fine motor

Cognitive: Thinking skills, problem solving

A key to our program is making every moment a “teachable moment.” Children are in a constant state of learning and discover. It is our goal to facilitate that process. Our center provides activities that nurture and support children’s natural desire to explore and create. Throughout the day children are given many opportunities to express themselves through art, music, dance and free play. Outdoor play and other gross motor activities allow children to explore the world around them as well as foster their physical development. In our program, children of all levels of needs and development are given opportunities to learn and grow.

Policies and Procedures

Discipline

Our center believes that all children have the right to be happy and express themselves freely. It is vital to a child’s healthy, successful development that he has clear, consistent, age-appropriate behavior limits. In accordance with our philosophy and goals, we set behavior limits for children that are sensible and easy to understand. All children are given many verbal and non-verbal cues throughout the day to help them understand appropriate behavior. Through modeling and positive redirection, our teacher’s help children learn to interact and socialize with others in an appropriate manner. Our behavior limits cover two different areas: respecting oneself and others and respecting the physical environment.

It is our goal that all behavioral concerns can be resolved through positive redirection and positive reinforcement. Children are praised for behaviors that show respect towards others and the environment. When a child engages in a behavior that is considered disrespectful, our first step is to redirect the behavior. A child will be redirected to an option that helps them stay within the expectations and limits for behavior. For example, a child who is throwing blocks may be given a soft ball to throw as a more appropriate option. In some instances, redirection is not successful. If redirection is unsuccessful, we may remove a child from an area or limit access for a brief time.

In some cases, it may be necessary for a child to be given a “break” or “time away.” This period will not exceed one minute per age of child. A break or time away is not meant to be a punishment for the child. It is an opportunity for a child to reflect on a situation and hopefully come to a realization of what behaviors are considered inappropriate and why.

In cases of severe and repeated behavioral concerns, the teacher and/or director may request a conference with the child’s parent to discuss the concerns and possible solutions. If parents so choose, Grantwood AEA is available to our childcare center as a

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resource as well. We will work with all parents to strive to make Sacred Heart School a fun, safe place for their child to be!

Biting Policy

Biting is a very common behavior and 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 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 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.

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.

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- 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 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.

Enrollment

Dual Parent Reporting

According to Archdiocesan Board of Education policy 5124, in the case of a child whose parents’ marriage has been dissolved or a separation of a parent from the home, the name and address of both parents should be on file. Unless otherwise decreed by a 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 Guidelines

To enroll a child, the following must be completed one week prior to admission:

1. A Physical Form, including a certificate of immunization, must be completed and signed by a licensed medical doctor, doctor of osteopathy, physician’s assistant or advanced registered nurse practitioner. The physical will need to be repeated a year after the date it was signed. The certificate of immunization will need to be updated as your child receives shots and must be signed and dated by the doctor/nurse.
2. An Enrollment Form must be completed and signed by parent/guardian. This form must be filled out annually.
3. A Payment Authorization Form must be completed and signed by parent/guardian. Payment authorization can only be changed in the fall or beginning of the summer. Space must be available for you to switch your child from drop-in to part-time or full-time.
4. The three-year old preschool program has a non-refundable registration fee of \$35. The registration fee is charged annually and is due when enrolling your child.
5. A Sunscreen Permission Form must be completed and signed by parent/guardian.
6. A Medical Condition Form must be completed for all children with severe allergies or specific medical conditions.
7. A food allergy form.

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.

Fees & Rates

Automatic withdrawal payment is strongly encouraged of all families. Families are encouraged to fill out a direct deposit authorization form when enrolling.

Tuition

3 Year Old Preschool

- \$90 month
- Annual Registration: \$35 per family
- Milk /Snack Fee: \$21 per child

Childcare

- M-Th, 11:00 AM – 5:30 PM \$90
- M-Th, 11:00 AM – 3:30 PM \$65
- M-Th, 3:00 – 5:30 PM \$35
- M/W or T/Th 11:00 AM – 5:30 PM \$45
- M/W or T/Th 11:00 AM – 3:30 PM \$32

Lunch Ticket \$44.00/20 meal ticket

NSF (Non-sufficient funds)

Accounts will be charged a \$25.00 fee for failed direct payments.

Payments

We will gladly accept payment from state childcare assistance programs. Parents interested in assistance must make the necessary contacts, fill out any needed paperwork, and then maintain the coverage. The parent is responsible for any fees not covered through childcare assistance, including but not limited to co-pays or lapses in assistance. For parent-owed fees, the above billing policy applies.

Waiting Lists

Families currently enrolled in Sacred Heart School program will be offered enrollment options first.

Drop off/Arrival

Upon arrival, parents/caregivers are responsible for bringing their children into the classroom. Parents are never to drop a child off and allow him or her to come into the classroom 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. All parents/caregivers must sign each child in and out each day.

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Absences

When your child is sick or not able to attend childcare please call the school by 8:30 AM to inform the Director of the absence. You may also email your child's teacher.

Holidays

The pre-school/childcare will follow the calendar set by Monticello Community Schools, this will include weather delays and cancelations.

If we have a 2 hour late start the three year old preschool program will not meet. Childcare will open at 11:00am.

Weather related early dismissal's will be on a case by case basis.

Withdrawal

If a parent wishes to withdraw their child from our program, we ask that notice be submitted in writing at least 2 weeks prior to the child's final day. The final bill is due upon the child's last day in attendance.

Dress Code

Children will be involved in a variety of activities while at the center. We ask that each child dress each day in clothing that is comfortable and seasonally appropriate. Parents may want to consider bringing a light jacket or sweatshirt to leave at the center year round for their child.

All shoes must be secured over the top of the foot and around the back of the heel.

Flip Flops and other non-secured sandals can pose a tripping hazard, and therefore are discouraged. In the winter, we will go outside on all days that it is above 30 degrees. Winter clothing should include: coat, hat, mittens/gloves, snow pants, and boots. Please label all articles of clothing with child's name.

Snack and Lunch**Snack**

A morning and afternoon snack is provided to all children. Our program is licensed under the Department of Human Services(DHS) which requires us to follow the Child and Adult Care Food Program(CACFP) guidelines. We will offer 2 of the 5 food groups at each snack. If one component is not milk, the children will be offered water with their snack. A snack calendar is posted on the parent information board in the entryway.

Lunch

Hot lunch is provided to children enrolled in our childcare program. Sacred Heart cafeteria staff prepare the childcare lunch. This program follows the guidelines of the National School Lunch Program (NSLP). Free and reduced lunch options are available, please contact JoEllen in the school office for an application.

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We serve lunch family style. This allows the children to serve themselves and choose which foods they would like to eat. Staff eat with the children and will encourage the children to try new foods.

If you prefer to send a home lunch with your child, DHS requires the cold lunch follow the same regulations as the hot lunch program. Each home lunch must contain a liquid milk, grain, protein, fruit and a vegetable. You also have the option to provide 2 vegetables instead of 1 fruit and 1 vegetable. Please let me know if you have any questions about this policy.

Special Events/Birthdays

Special events (Halloween parties etc) and birthdays are exciting times in our little one's lives! If you would like to provide a snack/treat for these events, we encourage you to provide a healthy option.

Parent Involvement

Confidentiality

All information shared with Sacred Heart School is treated as confidential, and is only shared with staff that need to know in order to provide the best possible care for the child. Staff members are prohibited from sharing information with parents about children other than their own. We ask that parents please respect this policy by refraining from asking staff questions pertaining to information about other children. Staff and parents are also asked to refrain from discussing matters pertaining to the center outside of the center. This protects the privacy of the children as well as the staff. Refusal to adhere to this policy may result in the dismissal of staff, or removal of a child from center care.

Photos & Video

Staff members at Sacred Heart School may take photos or video of children for center use. The director may use photos for promotional materials. All parents are provided with a photo release upon enrollment. Parents may choose to deny permission to have their child photographed or videotaped at the center. Parents should not take photo/video of children other than their own without consent of the parent or director.

Student Privacy Act

In conformity with the Student Privacy Act and the Archdiocesan Board of Education policy 5235, Sacred Heart School does not send information to any outside organizations without written consent of parents.

Communication

Newsletters will be sent home for Preschool on a weekly basis. Parents are encouraged to chat with teachers daily to learn more about the classroom and daily activities. You will also receive communication through email and notes posted on the parent board.

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Visiting & Participating

Parents are welcome and encouraged to visit our center. Our center maintains an open door policy to all parents. Parents should feel free to join in on any activities in the classrooms. Parents may also be asked to chaperone on field trips, join in for classroom parties, or to be a special guest reader. We encourage parents to approach staff if they have a way that they would like to get involved!

Health and Safety Policies

It is our goal to provide a healthy and safe environment at all times. In order to do this, the center has adopted the following health and safety policies.

Illnesses

In the interest of safety, children who are ill should not be brought to the center. There are many instances when a child may be ill but not contagious. In order to ensure that illnesses are not spread throughout the center, precautions should be taken on the part of the parent as well as the center. As soon as a parent becomes aware that a child has been exposed to a communicable disease, the parent should notify the child's teacher. A posting will be made to alert parents that an illness has entered the center. As a general rule, children with the following symptoms should be kept home. If found to have these symptoms at the center, the child will be isolated from other children and must leave the center immediately:

- a fever in excess of 101 degrees
- vomiting
- 2 or more instances of diarrhea (unless associated with medication, change in diet, or breast feeding)
- Illness that interferes with the staff's ability to care for the other children and/or limits participation of the child in daily routines i.e. excessive coughing, etc.

***Once a child is sent home, s/he should not return to the center until symptom free for 24 hours.**

Head Lice Policy

Children who are found to have head lice at home should not return to the center until they have been treated. A child who is found to have head lice at the center shall remain at the center until the end of the day. The child may return to the center upon the completion of the head lice control checklist. (Provided as needed.)

Medication Policy

All medication to be given at the center must be stored in its original container. Prescriptions must have child's name, dosage and an expiration date. Parents are to fill out a medication form before any medication can be given. Medication cannot be shared between children. Sacred Heart does not keep extra medication on hand that can be given to children.

For "as needed" medications, (acetaminophen, allergy medication, etc) parents must include detailed instructions on the medication form indicating under what circumstances the medication shall be given. Parents will be notified before their child is given a PRN

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medication at the center. Children with a fever above 101 degrees will need to leave the center, even if they have been given acetaminophen by a staff member.

All medications will be kept in an area that is inaccessible to children. Please do not leave medicine in your child’s backpack.

ILLNESS/HEALTH GUIDELINES

| Illness/Symptom | Existing Symptoms | Should the child be excluded? | Readmission when: |
|-------------------------|---|--|--|
| Cold Symptoms | -Runny/stuffy nose -Scratchy throat -Coughing -Sneezing -Watery eyes -Fever | No, unless <ul style="list-style-type: none"> ▪ Fever and behavior change ▪ Child looks or acts ill ▪ Child has difficulty breathing ▪ Child has blood red or purple rash not associated with injury ▪ The child meets other exclusion criteria | -Exclusion criteria is resolved Note: A child must be fever free for 24 hours without fever reducing medication before return to the center |
| Cough | -Dry or wet cough -Runny nose (clear, white, yellow-green) -Sore throat -Throat irritation -Hoarse voice, barking cough | No, unless <ul style="list-style-type: none"> ▪ Severe cough - can not participate ▪ Rapid and/or difficulty breathing ▪ Wheezing if not evaluated and treated ▪ Cyanosis (i.e., blue color of skin or mucous membranes) | -Exclusion criteria is resolved |
| Diaper Rash | -Red, scaling -Red bumps -Sores -Cracking of skin | No, unless <ul style="list-style-type: none"> ▪ Oozing sores that leak body fluids outside of diaper | -Exclusion criteria is resolved |
| Diarrhea | -Frequent loose or watery stools compared to child’s normal pattern. -Breastfeeding infants may experience loose stools or several days with no stools. -Abdominal cramps -Fever -Generally not feeling well -Sometimes accompanied by vomiting | Yes, if <ul style="list-style-type: none"> ▪ Diarrhea not contained in toilet or diaper ▪ All children with diarrhea must be excluded after 2 diapers or stools unless associated with changes of diet, medications or breastfeeding ▪ Blood/mucous in stool for 24 hours ▪ Abnormal color of stool for child (e.g. all black or very pale) ▪ Jaundice (e.g. yellow skin or eyes) ▪ Looks or acts ill | -Cleared to return by health professional if stools remain loose because of meds or tests indicating not communicable -Stool is contained in toilet or diaper The child is able to participate if stool consistency has not changed for a week |
| Illness/Symptom | Existing Symptoms | Should the child be excluded? | Readmission when: |
| Earache | -Fever -Pain or irritability -Difficulty hearing -“Blocked” ears -Drainage | No, unless <ul style="list-style-type: none"> ▪ Unable to participate ▪ Care would compromise staff’s ability to care for other children ▪ Fever with behavior change | -Exclusion criteria is resolved Note: Ear infections are not contagious |
| Eye Irritation, Pinkeye | -Pink color of whites of eyes and thick yellow/green discharge -Eyes may be irritated, | Yes <ul style="list-style-type: none"> ▪ There are two types of conjunctivitis and we are not qualified to know which kind your child may have. <p>No</p> | -For bacterial conjunctivitis, on antibiotics for 24 hours -Exclusion criteria is resolved |

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| | swollen or crusted after sleep | <ul style="list-style-type: none"> Eye is pink with clear drainage, no fever, no eye pain or eyelid redness | |
| Fever | <p>-Flushed, tired, irritable, decreased activity, feels hot to the touch.</p> <p>-Temperature considered elevated, leading to concern of possible disease. 100 degrees auxiliary (arm pit) 101 degrees orally</p> <p>Note: Fever alone is not always harmful. It is part of the body's normal defense against infection.</p> | <p>No, unless</p> <ul style="list-style-type: none"> Accompanied by behavior change and/or other signs of illness Unable to participate Care would compromise staff's ability to care for other children Immunization received the previous day Infant under 4 months with high elevated temperature, even if no behavior change Note: Seek medical attention when an infant younger than 4 months has an unexplained fever even if no behavior change Child has fever above 101 degrees | <p>-Child is fever free (without medication) for 24 hours -Able to participate</p> <p>Note: Fever reducing medications may NOT be given prior to bringing a child to the Center, as they may artificially cover exclusion symptoms</p> |
| Itching | <p>-Itchy ring-shaped patches</p> <p>-Blister like spots</p> <p>-Anal itching</p> <p>-Small insects or white egg sheaths (nits) in hair</p> <p>-Several itchy red bumps</p> <p>-Raised, large, circular, mobile rash</p> | <p>Yes for chickenpox, scabies, impetigo Yes for ringworm and head lice No, unless skin sores have become infected No, for hives or other skin irritations unless care would compromise staff's ability to care for other children or unable to participate</p> <p>Note: We can not diagnosis and will exclude if we suspect one of the "yes" condition</p> | <p>-Seen and cleared by a health professional -On medication for at least 24 hours (if indicated) -Able to participate</p> |
| Mouth Sores | <p>-White patches on tongue & cheeks</p> <p>-Pain with swallowing</p> <p>-Yellowish spots in mouth</p> <p>-Swollen neck glands</p> <p>-Fever Blister</p> <p>-Cold Sore</p> <p>-Ulcers on cheeks or gums</p> <p>-Sore lips</p> | <p>No, unless</p> <ul style="list-style-type: none"> Drizzling steadily related to mouth sores Unable to participate Care would compromise staff's ability to care for other children | <p>-Child is on medication (if indicated) -Exclusion criteria is resolved -Able to participate</p> |
| Illness/Symptom | Existing Symptoms | Should the child be excluded? | Readmission when: |
| Rash | <p>-Skin may show similar findings with many different causes. Determining cause of rash requires a competent health professional that takes into account information other than just how the rash looks</p> | <p>No, unless</p> <ul style="list-style-type: none"> Rash with behavior change or fever Has oozing/open wound or infected sores Has bruising not associated with injury Has joint pain and rash Unable to participate | <p>-Child is on medication (if indicated) -Exclusion criteria are resolved -Able to participate</p> <p>Note: We may ask for health professional's note if rash does not resolve</p> |

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| Sore Throat | -Verbal children will complain of sore throat. Younger children may be irritable with decreased appetite and increased drooling. May see runny nose, cough and congestion. -For strep may see white patches on sides of throat, back of tongue and at back wall of throat. | No, unless <ul style="list-style-type: none"> ▪ Inability to swallow ▪ Excessive drooling with breathing difficulty ▪ Fever with behavior change ▪ The child meets other exclusion requirements | -Able to swallow -Able to participate On medication for 24 hours (if indicated) -Exclusion criteria is resolved |
| Stomachache | -Vomiting and/or diarrhea and/or cramping -Strep may cause stomachache. -Persistent pain in abdomen | No, unless <ul style="list-style-type: none"> • Pain causes child to double over or scream • Pain continues for over two hours • Pain after injury • Bloody/black stools • No urine output for 8 hours • Diarrhea or vomiting • Yellow skin/eyes • Fever with behavior change • Looks or acts ill/unable to participate | -Child is on medication (if indicated) -Exclusion criteria is resolved -Able to participate |
| Vomiting | -Vomiting -Diarrhea -Cramping | Yes, if <ul style="list-style-type: none"> • Vomiting more than 2 times in 24 hours • Vomiting and fever • Vomit that appears green/bloody • No urine output for 8 hours • Recent history of head injury • May exclude for one episode if known illness already exists in Center | -Vomiting ends for at least 24 hours |

Frequency of Sanitizing

Sanitation routine frequencies should occur whenever there is an outbreak of illness, there is known contamination, visible soil, or when recommended by the health department to control certain infectious diseases. All surfaces, furnishings, and equipment that are contaminated by bodily fluids are taken out of service until they are cleaned and sanitized effectively. Regular and thorough cleaning of rooms is done to prevent transmission of disease.

Universal Precautions

All blood and bodily fluids shall be treated as though infectious. All employees have been trained in and practice Blood borne Pathogens Universal Precautions. All employees must practice good hygiene habits in and around the center.

- **Hand washing:** Children and staff are required to wash their hands upon arriving at the center; before preparing or eating food; after being outdoors; when hands are visibly dirty; after using the restroom/diaper change; after blowing nose, sneezing, or coughing; after handling an animal or animal waste; after handling garbage; as well as before and after touching a cut or wound.
 - Proper hand washing:
 - Wet hands with clean, warm running water. Apply soap.

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- Rub hands together to make a lather, scrub all surfaces, keeping hands out of running water
 - Continue rubbing for 20 seconds, then rinse.
 - Dry with a disposable towel.
- Clean up: Disposable gloves will be worn anytime a staff or volunteer need to clean up a blood spill, vomit, or assisting with a child using the restroom. Paper towels will be used for all clean-ups. Changing soiled clothes will take place on a disposable surface or a non-porous surface which can be disinfected. Soiled clothing is placed in a plastic bag, tied/sealed securely, and sent home with the child.
 - Sharps: The greatest chance for blood exposure comes from skin punctures from contaminated articles. A broom/dustpan or tongs will be used to clean up sharp objects like needles or glass. Items will then be disposed in a puncture resistant container.
 - Blood Materials: Gauze, sponges, or towels that have been saturated with blood will be placed in a leak proof plastic bag and tied off so that they cannot be reused.
 - Employee/Student Health Status: Employees with open lesions or broken skin should keep those areas covered. Children in the program who have open sores should have these covered with a dressing to keep them from being contaminated, and from contaminating others.
 - Food, Drink, and Cosmetics: Eating, drinking, applying cosmetics, or handling contact lenses will not be done in areas where there is a potential for exposure to blood borne pathogens.

Incidents and Accidents

While at Sacred Heart, children are always watched very closely. However, accidents or incidents may still occur. Staff members are trained in CPR and First Aid to care for injured children. When an incident occurs, the following steps will be taken:

- A trained staff will assess the situation
- The staff will provide the necessary first aid as needed
- If the injury is serious, parents will be contacted
- The staff will complete an incident form.

An incident report is a completed document that will be used any time there is a mark or a potential for a mark to appear on a child. Incident forms are filled out and presented to parents on the day of the incident. Parents are asked to sign the form and it will be kept on file at the center. Parents may request a copy of incident reports if desired. All incidents are confidential.

Missing Children

In the unlikely event that a child would be lost while in our program, the following steps would be taken:

- Staff will conduct a search of the immediate area.
- Staff will notify the childcare director.

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- The childcare director will conduct a complete search of the childcare center or the field trip area.
- The director will proceed with a search of the immediate surrounding areas and perimeter of the childcare center.
- If the missing person is not located, the director will notify EMS personnel.
- The director will implement the emergency call list and contact the parent/guardian.
- An incident report will be completed.

Parent under the influence

In the event that a staff member suspects that a parent or other authorized pick-up is under the influence of drugs or alcohol, the staff will contact an alternate pick up from the child’s list. In the event that the parent protests the request for secondary pick up, the authorities at the Monticello Police Department will be notified.

Intruder Policy

The center has a securely locked door. Any unfamiliar persons will be asked for identification. In the event that someone enters the center that is deemed a safety risk to staff or children, the authorities will be alerted. **We will not release a child to any person not on the authorized pick up list.**

Access Policy

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

1. Any person in the center who is not the Director, staff member, substitute or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have “**unrestricted access**” to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.
 - a. “**unrestricted access**” means that a person has contact with a child alone or is directly responsible for child care.
 - b. It is imperative that Sacred Heart not allow people who have not had a record check assume child care 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 the direct “**supervision**” and “**monitoring**” of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The teacher will assume the primary responsibility of the supervision and monitoring 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. Sacred Heart School staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their supervisor or other management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on the 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 Sacred Heart School.
 - b. Shall not be on the property of Sacred Heart School without the written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.
 - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the center where the sex offender may be present
 2. The reason for the sex offender’s presence at the facility.
 3. The duration of the sex offender’s presence
 4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

Complaint Procedure

Sacred Heart School welcomes open dialogue and suggestions to solve issues or problems when they arise. We encourage parents/guardians to discuss with the staff concerns if possible or ask to speak with the on duty in-charge staff to report a concern. The childcare director may also be called to discuss the concern.

Parents and/or legal guardians have the opportunity to submit a written concern or complaint and submit it to the childcare center director. The concern should be identified and possible solutions should also be included that may resolve the issue or concern.

The statement can be dropped into the mailbox outside of the director’s office.

The director will usually respond within 5 business days upon receipt of the written concern with options to address the issue.

Revised Date: 8/2017

Sacred Heart School will attempt to find a workable outcome, which benefits the child and the center; however we recognize that our services may not be the best option for all children and/or their families

Emergency Procedures

Dental/Medical Emergencies

In an emergency, the following procedures will be followed:

- A staff member will perform first aid/CPR as learned in the mandatory class. Emergency personnel (911) will be notified if necessary.
- A parent or parent's emergency contact will be notified as soon as it is safe/practical.
- If it is safe, a staff member will transport the child to medical or dental care, or will ride with the child in the ambulance to the local hospital or health care center.
- The staff member will remain with the child until a parent/guardian/emergency contact arrives.
- An incident report will be completed.

Fire/Tornado

Fire and tornado drills are conducted monthly. Each room has a posting with emergency procedures. Parents are encouraged to note the emergency procedures for their child's classroom.

- In the event of a fire, all children are evacuated from the building either. A head count will be conducted immediately once outside and a safe distance from the building. After all children are accounted for, we will proceed to Newman Hall. First aid kits and emergency contact information on each child is taken with and parents will be notified.
- In the event of a tornado, all children proceed to the basement of the building. A head count is conducted as soon as the shelter area is reached. First aid kits and emergency contact information is brought to the shelter area by each classroom.

Blizzard/Severe Weather

In the event that Sacred Heart School would close due to severe weather, the director or designee would notify all parents immediately. Notification will be made as soon as possible through local radio and television stations. In the event that travel is dangerous or impossible we encourage staff, children and any parents in the building to remain at the center until travel is possible.

Bomb Threat

In the event that Sacred Heart School had to evacuate due to a bomb threat, children would be transported on foot to Newman Hall. First aid kits and emergency contact information for each child would be taken with. Parents would be notified as soon as possible.

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Chemical Spill

In the event of a serious or hazardous chemical spill, children would be evacuated from the building to Newman Hall. We would follow protocol set by the City of Monticello.

Power Failure

In the event of power failure, classrooms are equipped with flashlights and the center has emergency lights. The power company will be notified. Children will be kept calm and reassured by staff members. If the power failure was such that it causes threat to the children, parents will be notified.

Structural Damage

If structural damage occurs to the Sacred Heart Preschool/Childcare building, the children would be relocated to Sacred Heart Elementary School. Emergency personnel would be notified as necessary. Children, staff or parents would not be permitted to re-enter the building until it is declared safe. Parents will be notified as soon as possible.

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 Board of Education Policy 4116.30c, all employees of Sacred Heart School who has 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 Human Services (DHS) within 24 hours and follow the verbal report with a written report on appropriate forms. The phone number for the area Department of Human Resources is 557-8251.

Smoking / Smoke Free Building

The Iowa Smoke free Air Act applies to the Archdiocese and Sacred Heart School. This policy applies equally to all employees, volunteers, students or other visitors to any Sacred Heart School site. Smoking and any tobacco use is prohibited on all Sacred Heart School properties and at all Sacred Heart School events.

Weapons and Dangerous Instruments

It is the policy of the Sacred Heart School that weapons and other dangerous objects be taken from individuals who bring them on to school or childcare center property or from individuals participating in any school or childcare center activity 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 student child will be subject to disciplinary actions.

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