

Children's Weekday Ministries

Lovely Lane Preschool

Trinity Lane Preschool

BASE Program



Parent Handbook

Children's Weekday Ministries Mission Statement

The Lovely Lane United Methodist Church Children's Weekday Ministries program is a ministry which shares a love for children as people of God. We seek to bless children and their families with the presence of God's love. We will relate to the children as persons of worth, created in the image of God.

With this in mind we welcome you and seek to provide a place in which we will work in partnership with you for the health and wholeness of your family and the family of God.

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INTRODUCTION

Welcome to Lovely Lane Children’s Weekday Ministries, which includes a two through four-year-old preschool, Before & After School Enrichment (BASE) and a summer daycare program.

The preschool portion of our program has been organized to provide a safe and nurturing environment for children two through five years old. This program is located at both Lovely Lane United Methodist Church and Asbury United Methodist Church.

The BASE program has been organized to provide a safe and friendly environment for Pierce students before and after school. This program is located at Lovely Lane Church.

The summer daycare program is open to all children in Cedar Rapids entering Kindergarten through finishing 5th grade. This program is located at Lovely Lane UMC.

Children’s Weekday Ministries is a state licensed, non-profit organization administered by a director, site supervisors and volunteer advisory board. The board is composed of church members, preschool/daycare parents and professional community members. Our programs are evaluated yearly for ECERS (Early Childhood Environmental Rating System). We are also evaluated by the state every two years for a quality rating (QRS).

Our 4s program is a community partner with Cedar Rapids Community School District Early Learning. We are a part of the Statewide Voluntary Preschool Program and follow the Iowa Quality Preschool Program Standards. Visit the Iowa Department of education website to learn more about this program:

<https://educateiowa.gov/pk-12/early-childhood/statewide-voluntary-preschool-program-four-year-old-children>

Program Eligibility

“A child who has reached the age of four by September 15 and who is enrolled in the statewide preschool program under chapter 256C shall be considered to be of compulsory attendance age unless the parent or guardian of the child submits written notice to the school district implementing the program of parent’s or guardian’s “intent to remove the child from enrollment in the preschool program.” Iowa Code 299.1A(3) (2013).

This handbook is a valid part of the enrollment agreement between the Children’s Weekday Ministries program and the families of children who are enrolled.

PHILOSOPHY

We believe that children learn best through active exploration of their environment. The staff will create a safe and nurturing play environment that encourages a child’s social, emotional, cognitive, and physical development. Brief descriptions of these developmental stages are:

Social: The child’s interactions with peers and adults within the environment.

- Emotional:** The child's self-esteem and how the child expresses his/her feelings.
- Cognitive:** The child's thought processes such as problem-solving and assimilating new ideas.
- Physical:** The child's ability to control his/her own body through various movements such as climbing and jumping.

GOALS

The goals of the program are:

- to provide quality, affordable care in a Christian setting that parents can rely upon throughout the school year.
- to provide an environment for children with a variety of activities, which include recreation and games, arts and crafts, reading, music, time to work on homework (BASE), and free time for children to pursue their own favorite interests.
- to provide a setting in which children will be guided in building social skills, learn respect for self, others, and all children.

PARENTS' RIGHTS

Parents have the right to:

- share concern with the staff regarding the best interest of the children.
- observe the program at any time.
- be informed of any problems regarding their child and have the opportunity to discuss such problems with the director.
- be informed promptly if their child does not report to the program as scheduled.
- be regularly informed by the staff about the program activities.
- ensure BASE children are safely escorted to and from Pierce Elementary School. Employees have a meeting spot on Pierce playground for children to meet staff. Any child that does not show up at the meeting spot will be followed up with a phone call to school and parents.

PARENTS' RESPONSIBILITIES

Parents' responsibilities are to:

- notify staff if their child will not attend or will be arriving late.
- notify staff in writing or by phone when another person, other than those listed on the emergency form, is picking up their child.
- pay fees on time.
- sign their child in and out daily and pick up their child on time.
- keep the child's records up-to-date with any changes.
- inform staff if their child has been exposed to a communicable disease.
- cooperate with staff in any efforts to resolve problems with their child.
- participate in and support the program.
- read notices and newsletters sent via email, posted in hall and in their file folder .
- ensure children do not bring things from home and keep them in their backpack.
- keep cell phones on while their children are in our care.

CHILDREN'S RIGHTS

Children have the right to:

- have a safe, caring, and supervised environment where staff members provide activities and interact with them.

- voice their ideas and feelings and have them respected.
- have discipline that is fair, equal, and respectful.

CHILDREN'S RESPONSIBILITIES

Children need to be responsible for:

- their actions.
- respecting the rules and guidelines of the program.
- remaining with the group and staff at all times.
- caring for and returning materials and equipment properly.
- reporting to the staff in the morning upon arrival and immediately after being dismissed from their school classroom.
- respecting and caring for church property.
- not bringing guns, war toys, war games or any other toys from home at any time.
- using appropriate manners during breakfast and snack time.

New Family Orientation

Perspective preschool and daycare students and families can find information about our programs on the Lovely Lane Website, www.lovelylane.org, or by calling the center. Prospective families are encouraged to tour the facility and visit with the director about policies, costs and other information

Preschool teachers do home visits to all the families registered to their classroom. The teachers have an opportunity to see the child in his/her environment and to collect required paperwork. Teachers are required to ask parents if they are in need of any assistance to access information and clearly understand the content (translations, reading assistance, visually handicapped, etc.) and to let the families know that assistance will be provided if needed. Teachers will communicate these needs to the director. One week before preschool begins a "Meet and Greet" is held for all preschool students to visit the classroom, parents ask questions and teachers meet families for a second time. The director holds an orientation in fellowship hall for all families to go over highlights from this handbook and answer any questions.

PROGRAM & SCHEDULE

Preschool Program

The preschool program meets September through May. A preschool calendar will be handed out monthly. The Cedar Rapids Community School District calendar will be followed regarding vacations, holidays, in-service days and weather delays/closings.

TWO YEAR OLD PROGRAM:

- *Meets Monday/Wednesday or Tuesday/Thursday mornings from 9:00 am – 12:00 pm.
- *Maximum of ten children per class who are supervised by one teacher and one teacher associate.
- *Enrolled children must be two years of age by September 15.
- *Students are NOT required to be potty trained for this program.

THREE YEAR OLD PROGRAM:

- *Meets Monday/Wednesday or Tuesday/Thursday mornings from 9:00 am–12:00 pm.
- *Maximum of 15 children per class who are supervised by one licensed teacher and one teacher associate.

- *Enrolled children must be three years of age by September 15.
- *Students are NOT required to be potty trained for this program.

FOUR YEAR OLD PROGRAM:

*The 4s classrooms at both Lovely Lane and Trinity Lane are part of the Cedar Rapids Community School District's Voluntary Preschool Program. Lead teachers are licensed teachers with an early childhood and special ed endorsements. The students at Lovely Lane attend this M-F program from 9:00 am – 11:45 am and 12:45 pm - 3:30 pm free of charge. The students at Trinity Lane attend this M-F program from 9-11:50 am and 12:40-3:30 pm free of charge.

*Maximum of 18 children per class who are supervised by one teacher and one teacher associate.

*Enrolled children must be four years of age by September 15.

BASE Program

*Base program is for students 5 years through 12 years old or K – 5 grade levels that attend Pierce Elementary. We open at 6:30am and close at 5:45pm. Our required teacher student ratio is 1:15. However we make every effort to keep our ratio at 1:10. We accept a maximum of 80 students for a.m. and 80 students for p.m.

Tuition is based on a set yearly amount divided into nine equal payments. The set fees reflect use of the program during its regular hours of operation irrespective of the actual number of days/hours your child attends. We offer two different tuition packages. In the non-vacation package, all scheduled school days (including early out Fridays) are included in the monthly fee per child. In the tuition with vacation package, all full-day snow days, in-service days, Thanksgiving Break and 5 days of spring break will also be covered. We will not be open for Winter Break.

BASE accepts Block Grants and Promise Jobs for those who qualify. Parents are responsible for any charges incurred if coverage lapses.

There is an optional drop-in rate for BASE. If you have completed the registration and paperwork, your child may be “dropped in” for \$45 for before **and** after school or all day for a vacation day and \$25 for before **or** after school.

PRESCHOOL TUITION

Tuition is based on a set yearly amount divided into nine equal payments. Preschool families may qualify for a private scholarship of reduced tuition, which is based on their adjusted gross income and number of people in their household. For more information, contact the director or designated staff person.

Tuition fees are due by the 8th of each month for September-May. If you are able to pay September through December tuition at one time by September 5th, you will receive a 3% discount. This is also true if you are able to pay January through May tuition by January 8th. If tuition is not paid by the 8th of the month, there will be a \$25.00 late fee assessed to the monthly tuition. Your child may be dropped from the program until tuition fees are paid. Tuition remains the same during a child's absence. There is a one time book fee charged at the beginning of the school year. If the book fee is a financial hardship, please contact the director.

A 10% discount is given to families with multiple children in the same program.

Non-sufficient fund checks are held until cash or money order is received by the program. Parents will pay the bank fee charge for a non-sufficient fund check.

Contact the billing coordinator or director immediately if there is a tuition payment problem. Alternate payment schedules can be arranged.

REGISTRATION FEE

Registration fees are required for preschool (except 4 yr olds), BASE and Summer. The fee is non-refundable. The registration fee must be paid for all students, regardless of whether a parent is employed by Children's Weekday Ministries. Registration fees cover June to June registration. BASE families that choose the summer program do not pay another registration fee.

ARRIVAL & DISMISSAL

Parents must alert the staff if someone other than the designated pick-up persons will be picking up your child. The pick-up person must be on the pick-up authorization form. Any new pick-up person will be asked to show a picture ID before the child is released into his/her care. Please respect the staff's time and other commitments by picking your child up by the end of preschool class and/ daycare closing time – 5:45. The third time per semester a student is picked up late you will be charged for every 10 minutes late. If parents excessively pick up late the director will schedule a meeting to develop a safety plan. If the safety plan is not adhered to and the child has been picked up late more than 3 times after the meeting with no explainable circumstances, the director can choose to dismiss the child from the program.

BASE hours are from 6:30 a.m. to 8:50 a.m. and 3:50 p.m. to 5:45 p.m.

Lovely Lane 4's AM preschool class is from 9:00 a.m. to 11:45 a.m.

Lovely Lane 4's PM preschool class is from 12:45 p.m. to 3:30 p.m.

Trinity Lane 4's AM preschool class is from 9:00 a.m. to 11:50 a.m.

Trinity Lane 4's PM preschool class is from 12:40 p.m. to 3:30 p.m.

If this policy is not followed, students may be removed from the program. Students that are left at preschool 10 minutes past pick up time will be waiting in the director's office and the date and pick up time will be documented in the child's file. The director will call parents if child is still at preschool 15 minutes past the end of class. Director/teacher may contact the Cedar Rapids Police if a child still has not been picked up 30 minutes past pick up time and parents and other emergency contacts cannot be reached. Cedar Rapids Police will help to locate parent/guardian and if they are unable CRPD will take the child with them. Parents that are inconsistent about picking up their children promptly by the expected times will first receive a verbal reminder from director, followed by a written letter explaining our policy. If

child has more than 3 late pick ups per semester and there is no viable explanation, their child may be dropped from the program.

Absences in our 4s state voluntary preschool program must adhere to the attendance policy of the Cedar Rapids Community District. If absences are excessive and not improved after meeting with director and formal letter, the child may be dropped from the program.

Upon arrival, children must be brought into the classroom and handed over to a staff member. We ask parents to take their child to the bathroom and also wash their hands prior to leaving their child with a staff member.

At dismissal, children must be picked up from the classroom or playground by the parent or designated pick-up person on time.

BASE parents must sign their child(ren) in and out by law.

IRS STATEMENT

The program does not provide an itemized statement for tax purposes. We suggest that you keep your monthly statements as an accurate account of your childcare expenses. We will provide you with our taxpayer identification number for the IRS Child Care Expense Form.

INSURANCE

The program carries liability insurance but has no financial resources. Families are encouraged to provide their own insurance coverage. Families needing insurance coverage for their children should contact the director for information.

ENROLLMENT FORMS

The program encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, culture, religion, creed, national origin or ethnic background.

Forms required for enrollment are:

Registration Form

Physical Form (see health policy)

Enrollment Form

Intake Sheet

Emergency Medical Consent

Immunization card (See health policy)

Travel/Photo/Website Authorization

Infinite Campus forms via CRCSD website (4s only)

Parents must provide new information to the staff regarding any information on the forms such as emergency persons, names, employers, phone numbers, authorized pick-up names and address changes. Forms must be filled out **every year** as required by the Department of Human Services. Forms are valid from June to June.

The child will not be allowed to begin the program until the required enrollment forms (listed above) are completed and returned to the director or designated staff.

Registration for the school year begins the February prior to the September entrance. Each family must fill out a registration form and return it with the registration fee (excludes 4 yr olds). The class enrollment will be prioritized as follows:

Income
Trinity or Lovely Lane church members
Teaching staff
Currently enrolled family
Open to the public with a returned registration form and fee

HEALTH POLICY

All students must have a physical and immunization record on file signed by a doctor and dated. These forms are considered expired if the date is one year or older. All health records and care plans are reviewed annually by our childcare nurse consultant.

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.), be sure to report this condition to the director so if the problem occurs during program hours the appropriate care can be administered to the child. We will develop a special needs care plan together in conjunction with your pediatrician and our nurse consultant. (see special needs plan)

A child who arrives at preschool noticeably ill will not be admitted for that day. This decision is under the discretion of the teacher or director. If your child becomes ill while attending the program, parents will be notified immediately to pick up their child. The child will remain under adult supervision in a quiet area until the parents or other authorized person arrives.

Your child must stay home if he/she:

- is vomiting, or has vomited within the last 24 hours.
- has diarrhea, or has had diarrhea within the last 24 hours.
- has a temperature of 100 or above within the last 24 hours.
- is under a doctor's care which requires a doctor's approval to return to preschool.

Please notify the preschool if your child will be absent due to illness. We ask that you keep your child at home until he/she fully recovers. Upon return, if your child needs any special care, the teacher will determine whether the child will be able to participate in the activities. If the condition requires extensive specialized care, your child may not be admitted to school that day.

Please notify the director or designated staff if your child contracts a communicable disease and has exposed other children. This information will be posted for other parent's awareness. The ill child will not be allowed to return to preschool until the period of contagion has passed.

Parents will be notified if your child is superficially injured during preschool. The teachers will administer first aid and fill out an accident report. In the case of a medical emergency, staff will call the local ambulance service and have the child transported to a local hospital. All staff members

have been certified in infant/child first aid and CPR. Notify the preschool immediately if your emergency or medical information changes so we can update your child's file.

MEDICATION ADMINISTRATION

Students may require medications to be administered at school.

- a. Staff administer both prescription and over-the-counter medications to a child only if the child has a medication release form on file signed by a doctor and parent.
- b. The form includes instructions from the licensed health provider who has prescribed or recommended the medication for that child.
- c. Any administrator or teaching staff who administers medication has (a) specific training and (b) a written performance evaluation updated annually by a health professional on the practice of the six right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. (6) The person giving the medication signs documentation of items (1) through (5) above. Teaching staff who are required to administer special medical procedures have demonstrated to a health professional that they are competent in the procedures and are guided in writing about how to perform the procedure by the prescribing health care provider.
- d. Medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the name of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.
- e. All medications are kept in a locked container.

Allergies requires allergy action plan form on file signed by doctor.

Epi pens- All staff are trained by nurse consultant on administering an epi pen. One epi pen is kept in the classroom in a medication backpack so that it can transport with the child outside, etc. as needed. Additional epi pens are stored in a locked container.

SPECIAL NEEDS CARE PLANS

If a child needs special medical services (tube feedings, nebulizer treatments for asthma, insulin injections for diabetes, treatment for allergies, etc.) you must have a written special needs care plan. This plan must be signed by both parent and doctor. The plan should include how to perform services, when the service is to be performed and any possible complications or side effects including required interventions. Parent will meet with staff to go over the plan. A nurse consultant is available to help develop a plan with parent and staff if needed.. Documentation including date and what procedure or medication was administered must be signed by staff member that administered and kept in student's file.

All allergies and dietary restrictions are posted with the child's name and photo confidentially inside an easily accessible cupboard by the food preparation area for daily reference. The child will also have a mark next to their name on the classroom table or chair as a reminder for staff or substitutes. Children with allergies, dietary restrictions and other special needs are also accessible electronically to teaching staff for reference.

DENTAL PROCEDURES

If a child's tooth is knocked loose, parents will be called to pick up their child. It will be the parent's choice to take the child to the dentist. If a child's tooth is knocked out, the tooth will be placed in milk and the parents will be called to pick up the child to take him/her to the dentist. If the parents or emergency contact cannot be reached and medical treatment is needed we will take the child to St. Luke's Dental at 1026 A Ave NE.

DIAPER POLICY

Diapers or Pull-Ups: –If your child is still in diapers or pull-ups, please pack a few in your child's backpack.

TWO'S DIAPERING/BATHROOM POLICY

Since the children are in our care for such a short period of time (3 hours) and there are so many children still in diapers, we will only change diapers if they are dirty or extremely wet. This will allow us to spend more time interacting with the children in the classroom, than in the bathroom changing diapers.

Students that are potty-trained or being potty-trained will be encouraged to use the restroom at regular intervals – especially before significant events such as recess, performances, Thanksgiving Feast, etc.

THREE'S DIAPERING/BATHROOM POLICY

Parents are asked to take their children to the restroom before bringing their child into the classroom. Students that are still in diapers will be checked between 10:00 – 10:30 a.m. and changed if needed. They will also be changed any other time it is necessary during the morning. However, since the children are in our care for such a short period of time (3 hours), we will only change diapers if they are dirty or extremely wet. This will allow us to spend more time interacting with the children in the classroom, than in the bathroom changing diapers.

FOUR'S DIAPERING/BATHROOM POLICY

An individual plan will be put in place for any child not potty trained in our 4s program that will provide diaper changing, assistance in the bathroom, encouragement to go on potty and provide guidance to parents on the process of potty training.

Students that are potty-trained or being potty-trained will be encouraged to use the restroom at regular intervals - snack and playtime and especially before significant events such as before or after recess, performances, Thanksgiving Feast, etc.

UNIVERSAL PRECAUTIONS

In cleaning up bodily fluids, staff must follow the policies set forth in the Universal Precautions training that they are required to take every year. If a child is involved, an accident report must be filled out and given to parents for signatures. The form must then be turned in to the director and filed in the child's file. If medical attention is needed, the director and parents must be notified immediately. If a staff person is involved, the director is to be notified and medical attention should be given if needed.

CLEANING & SANITIZATION

The routine frequency of cleaning and sanitizing all surfaces in the facility is as indicated in the [Cleaning and Sanitation Frequency Table](#). Ventilation and sanitation, rather than sprays, air freshening chemicals, or deodorizers, control odors in inhabited areas of the facility and in custodial closets.

Standard Precautions (IQPPS 5.19)

Procedures for standard precautions are used and include the following:

- a. Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized.
- b. Staff use barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids and reduce the spread of infectious disease.
- c. When spills of body fluids occur, staff clean them up immediately with detergent followed by water rinsing.
- d. After cleaning, staff sanitize nonporous surfaces by using the procedure for sanitizing designated changing surfaces described in the Cleaning and Sanitation Frequency Table.
- e. Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.
- f. Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.

ABSENCES

In the event of illness, vacation or other absences which take place on regularly scheduled days, please notify the preschool. Contact phone numbers are on the front of this Parent Handbook.

If a BASE elementary child does not arrive at the program in the afternoon as scheduled, the director or designated staff will first call the school and if absence is not verified parents will be contacted. If the parents cannot be reached, the director will contact the child's emergency person.

All parents are responsible for paying for time reserved, not time used. Fees are not prorated for absences.

WITHDRAWAL FROM THE PROGRAM

Parents wishing to withdraw their child from the program must provide a statement in writing at least **two weeks** prior to the discontinuation of this program. Failure to give this notice will result in assessment of a charge equal to the child's regular tuition for a two-week period. Parents wishing to take an extended leave of absence from the program cannot keep their child's spot in the program unless tuition is still paid regularly.

PERSONAL ITEMS

Since your child will be exploring various learning centers at preschool, he/she will need to wear comfortable clothing to school. Throughout the year, your preschool child will be finger-painting, painting, digging in sand, gluing and other "messy" activities. Please send your child in clothing that is easily laundered. Smocks are available for the children to wear. We strongly encourage all students, for outdoor safety reasons, to refrain from wearing flip-flops to school. A pair of tennis shoes can be placed in the child's backpack for outdoor recess.

Weather permitting; we try to go outdoors each day, so please remember to dress your child according to the weather. Appropriate seasonal clothing such as mittens, boots and a hat will be necessary for your child to have fun while participating in the outdoor activities. The 2's will only go outside if the temperature is 35 degrees or above. The 3s and 4's class will go outside if the temperature is 25 degrees or above. The daycare follows the guidelines set forth by the Cedar Rapids Community School District and will go outside if the temperature is 10 degrees or above with wind chill.

We encourage your child to learn through using the center's toys and equipment. Please leave personal toys at home unless otherwise noted by staff. Guns, war toys, and war games are not allowed in preschool or BASE. Since your child is entering a new environment, security items are acceptable, except for stuffed animals, per DHS guidelines. The staff will help your child put the security item in a safe place as your child becomes more comfortable with the setting and staff.

Preschool Parents: Children can care more easily for their own bathroom needs when dressed in clothing easy for them to remove. However, accidents do happen so each child needs to bring an extra set of clothing daily. We keep a few extra clothes at school but children feel more comfortable in their own clothes.

BEHAVIOR POLICY

All children have a right to feel safe and secure at the center. The staff uses many skills to avoid conflict. This is done through the classroom arrangement, adult modeling, routines, developmentally appropriate activities, and by setting clear and consistent expectations.

The teachers/staff have also been trained to help children problem solve disputes. Children are encouraged to "use their words" with each other to solve a dispute. Occasionally, teachers and staff will need to intervene in a disagreement, which may result in asking the child to sit in a quiet place until he/she calms down. The staff will help the child re-enter into the group at the appropriate time. Parents will be asked to meet with the staff and/or director if a problem arises with the child's

adjustment to preschool/BASE. Together, they will work toward a solution. Staff are trained in PBIS. *See discipline and discharge policy.*

BITING POLICY

Biting is, unfortunately, not uncommon for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a childcare provider, we understand that biting, unfortunately, does occur. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When there is a bite:

- First, the well-being of the bitten student/staff person will be addressed. The teacher will comfort the child bitten. If first aid is needed, universal precautions will be used in cleaning and dressing the wound. Ice will be provided. If there is a concern regarding the severity of the injury (i.e., skin is broken and there is a possibility of infection), the director or on-site supervisor will determine whether parents need to be contacted immediately by phone.
- The teacher will firmly tell the child “No, do not bite” and show the child how he/she hurt their friend. They may be removed from the area.
- If there are episodes of ongoing biting, the director will set up a time to meet with the student and his/her parents to set up a behavior plan regarding this issue.
- As is the case with any incident resulting in injury, the parents of any involved students will be notified. If the situation requires immediate medical attention beyond what can be offered on site, parents will be notified immediately by telephone. Otherwise, parents will be made aware of the incident when they arrive to pick up their child. If someone other than a parent picks up the child, parents will be notified at the conclusion of the school day.
- With regards to written documentation of any incident involving injury, including biting, an incident report will be completed for each child involved. This form outlines the specifics of the incident and documents what actions were taken with regards to first aid. Each incident report also notes all staff who witnessed the incident, and must be signed and dated by a staff person and parent/legal guardian of the student for whom the report was written.
- In written and verbal reports of any incident involving biting, names of other students involved will not be documented or spoken in order to ensure the confidentiality of all parties involved. Parents will simply be made aware that the incident involved their child and another child/staff person.

DISCIPLINE & DISCHARGE POLICY

Children are in the process of learning socially acceptable behavior. They are expected to require some guidance in this pursuit. Discipline is the sum of the total interaction experience staff and children share. Staff will focus children’s attention to tasks or problems at hand. It is our goal that the children learn self-control, cooperation, and consideration of others in a gentle and supportive relationship with other children and staff.

Lovely Lane/Trinity Lane Preschool Discipline Policy

All children are asked to follow these basic guidelines:

- Listen carefully and follow directions.
- Always respect others - be kind in words and actions - no bullying, hitting, spitting, biting, kicking, pinching or pushing.
- Use appropriate language - no cursing or calling names.
- Respect personal **and** center property.
- Play and work safely - no throwing toys.
- Help each other when asked.
- No running.
- Refrain from making weapons or weapon sounds.

Violations of preschool rules are dealt with in the following ways:

- Re-direction to a different activity.
- Loss of privilege to choose a center to play at. Center activity will be chosen by the teacher.
- Directed to quiet corner.
- Sent to office if there are serious safety concerns in the classroom. If sent to office more than once, parents may be called.
- Discipline plan established with parent/school.
- If unable to regain control in office – parents may be called to pick up.
- After 3 times of being sent home: 1) Child may be given a one day suspension from preschool. 2) Preschool will contact Early Access to work with Grant Wood to establish a behavior plan. 3) Preschool may require other positive supports outside of school. TIES, counseling, etc.
- If parents do not agree to additional supports from outside resources the director has the right to drop the child from the program.

These steps are written for exceptional circumstances. Our philosophy is that young children will make mistakes and need opportunities to practice skills. Our teachers will reinforce positive behaviors to help students grow in self-discipline. However, in the event that a child is disrupting the learning environment for other students in the classroom, the preschool reserves the right to proceed with the steps listed above.

Lovely Lane Daycare Discipline Policy

All children are asked to follow these basic guidelines:

- Listen carefully and follow directions.
- Always respect others - be kind in words and actions - no bullying, hitting, spitting, biting, kicking, pinching or pushing.
- Use appropriate language - no cursing or calling names.
- Respect personal **and** center property.
- Play and work safely - no throwing toys.
- Help each other when asked.
- No running.
- Refrain from making weapons or weapon sounds.

Violations of center rules are dealt with in the following ways:

- Re-direction to a different activity.
- Time out – first time 5 minutes.
- Time out – second time for same behavior 10 minutes.
- Loss of privilege to make choices – will be assigned place to play with close supervision.
- Write a note home.
- Sent to office
- Discipline contract.
- Suspension.

**Staff has been trained on discipline procedures.*

A serious disciplinary problem in which a child is disrupting the day-to-day operation of the program is defined as one:

- requiring constant one-on-one attention that prevents the staff from caring for others.
- inflicting physical or emotional harm on self or other children.
- being disrespectful to the staff.
- failing repeatedly to conform to the rules and guidelines of the program.

Lovely Lane Daycare Discipline Policy for Aggressive/Disrespectful Behavior

Children who know what is expected of them will likely be more responsible to rules. Behavior that is destructive to oneself or to others will not be tolerated in our program.

The following policy will be utilized when deemed necessary. However each individual case will be reviewed and acted upon by the Director or Supervisor as they feel is appropriate.

- **Any student involved in a fight will be automatically suspended from daycare.**
- **Any student who is repeatedly disrespectful to teachers/staff may be suspended from daycare.**

Disciplinary Steps

When such behavior occurs, the child will be given a verbal warning but the incident will be documented on a disciplinary referral form, which the parent will be required to sign. The child will be redirected to another activity and/or removed from a situation where the conflict exists.

If the inappropriate behavior continues to exist, the following actions will be taken:

- Inappropriate behavior will be documented on a disciplinary referral form. Discussion will take place between the Parent/Guardian and the Supervisor. The Parent/Guardian will be required to sign the form.

- If there is another occurrence, the inappropriate behavior will be documented on a disciplinary referral form, which the Parent/Guardian will be required to sign. On this occurrence, the Parent/Guardian will be called to pick up their child.
- If a child accumulates a total of 3 disciplinary referrals the Parent/Guardain will be asked to keep the child home for one week. **No refund will be given.**
- If a serious conflict still exists and another disciplinary referral is written, the child's enrollment in our program will be **terminated without a refund.**

Please inform the staff if your child is having a problem with another child. We ask that you remind your child to notify a staff member if an incident occurs so it can be dealt with immediately.

ENSURING THE SAFETY OF OUR CHILDREN

Safety is one of our highest priorities at Children's Weekday Ministries. Trinity Lane locks their doors between the hours of 9:15 am and 11:45 am. If access is needed there is a doorbell that can be rung and a qualified staff member will determine if entrance is granted. Lovely Lane is a locked facility. Parents will receive key cards and codes assigned to their specific family. These are not to be shared with anyone outside the family. You will need to return the card upon leaving the program. Lost cards can be purchased for \$15.

- **No unauthorized persons:** Volunteers are required to complete a background check. Staff person must always be present with children when there is a volunteer.
- **Unfamiliar persons:** If at any time our program is in session, an unfamiliar individual is seen wandering the premises without a building staff person, a member of the Children's Weekday Ministries team will approach the staff person to ask if we can assist them with anything. If this person is there to pick up a child from our program, they must be on the child's authorized pick-up permission list, and must provide a photo I.D. to confirm identity.
- **Individuals on the premises for purposes other than childcare:** All staff persons of Children's Weekday Ministries and the churches with whom we are affiliated (Lovely Lane United Methodist Church and Trinity United Methodist Church) are expected to supervise and/or monitor individuals who are in the building for purposes other than childcare. To supervise is to directly oversee their actions while they are on site, and to remain physically with the individual(s) while they are on the premises. To monitor is to be aware of their presence and purpose on site and to check in on them every 30 minutes. If another staff person sees this individual and is unaware of their purpose in the facility, they are expected to confirm that purpose with the individual or with another staff person.

RELEASE OF CHILDREN

Children will be allowed to leave only with persons designated, in writing, by the parents. Children will be released as parents have directed on the departure form. Changes must be made in advance in writing or the child will not be released.

In an emergency a confirmed telephone call will allow a child to be released to someone other than those listed on the pick-up permission form. The person must present the teachers, staff, or director with a picture ID when picking up your child.

SNOW DELAYS & CLOSINGS

The preschool is closed if the Cedar Rapids Community Schools are cancelled or declare a late start due to severe weather. The CWM Board keeps track of the number of cancellations preschool classes miss due to bad weather. After 4 cancellations in a session of tuition classes (M/W or T/Th) adding additional days to the preschool calendar will be discussed.

When Cedar Rapids Schools cancel classes for inclement weather, daycare will be open **8:00 a.m.** – 5:45 p.m. This adjustment allows for clearing of the parking lot. These days are not included in your tuition unless you have selected the “*vacation package.*” If you did not select the vacation package and need your child to come to daycare on a snow day – you will be charged the full day drop in rate for the day of care.

If Cedar Rapids School declares a 2 hour delay in the start of school due to inclement weather – this will not affect daycare. We will be open as usual and there will be no extra charge for the students to be here.

Watch TV (Channel 2 or 9) or radio (1600 AM, 98.1 FM) for announcements if Lovely Lane’s daycare decides to close.

GRIEVANCE PROCEDURES

As this policy reads, a grievance is defined as a circumstance thought to be unjust or injurious and grounds for complaint by a parent. If such an event occurs, the parent should discuss the problem with the director.

If the problem is not resolved at that time, the parent may bring the issue to the attention of the Children’s Weekday Ministries Board by submitting a written statement of the complaint to the president. The president will contact all parties involved within two weeks to schedule a meeting for the purpose of resolving the problem.

COMMUNICATION

It is important to establish a line of communication with the staff. Check emails, parent board, mailbox, and information posted on the front door daily. It is the parents’ responsibility to watch for other posted information, notices, and signs. The staff will do their best to make daily contact with parents. The director and/or staff will be available for conferences upon request. Preschool will offer 2 in person parent/teacher conferences a year. Progress reports will go home 3 times/year.

MANDATORY CHILD ABUSE REPORTING

Iowa law requires that every employee of a licensed preschool/daycare facility must report any reasonable suspicion of sexual abuse, physical abuse or neglect to the Iowa Department of Human Services. Staff must report their suspicion that someone may have purposely hurt the child. Trained investigators decide whether abuse actually took place. All children get bumps, bruises, and scrapes as part of growing up. It is important, however, that you tell your child’s teacher about any unusual injuries or conditions.

FIELD TRIPS

We feel that children learn by experiencing the world around them, because of this we try to bring the outside world and opportunities into the classroom. The 2’s preschool class does not go on field

trips but the 3's and 4's preschool classes do. On the occasions when the 3's preschool class field trips are taken, we rely on parents to accompany their children and bring their child to the field trip site. On the occasions when the 4's preschool class field trips are taken, the students will ride a Cedar Rapids Community School District bus. School Age children will ride rented school buses from the Cedar Rapids Community School District during the summer program. All students, both preschool and BASE, must have their Travel Authorization form signed to be able to attend field trips.

PRESCHOOL PARENT INVOLVEMENT

It is very important that parents play an active role in the program to ensure success. From time to time we may ask for parent volunteers for various activities. Parents will be informed of these opportunities. We also hold an annual open house and family night.

Preschool Parents are welcome in the classroom. Children are learning how to deal with separation from parents, therefore, we ask you to refrain from long visits especially the first month. As your child becomes more familiar with his/her new friends and teachers it will be easier for him/her to participate in the classroom activities.

Parents are invited to volunteer in the classroom for special activities or to share a particular talent or gift. All volunteers must be background checked if working with children individually.

PRESCHOOL SNACKS

Preschool has one scheduled snack time during a 3 hr class. This is a wonderful time to practice fine motor skills, sharing, manners and independence pouring, scooping and passing food. A monthly menu will be sent home and posted outside the classroom. Children really enjoy being the "snack helper" for the day and sharing what they brought with their friends. There are no snack fees charged with tuition. Preschool parents will have an opportunity to sign up to bring snacks for their child's class once a month. *This is voluntary, not required. DHS guidelines must be followed which includes snack representing two food groups. Food items must be nutritious. For example: bananas and yogurt, cheese and wheat crackers. On special celebration days like a birthday, you may bring a treat along with two nutritious food items. **We are a peanut free preschool and very conscientious of our students that have any kind of allergies. Snacks provided may not be manufactured in the same plant as peanuts and can't contain peanuts themselves. The preschool teacher for each class will have more details about the specific allergies in each classroom. For both the health of the students and safety of students with allergies, we also ask that no cakes, cupcakes or brownies as well as any homemade snacks not be brought in if we cannot identify the ingredients or confident of no cross contamination. Any questionable snacks brought in will be sent home.**

CURRICULUM, INSTRUCTION, ASSESSMENT

[Early Learning Standards](#)

[Creative Curriculum](#)

[Gold Assessment](#)

Our preschool curriculum is aligned with the Iowa Early Learning Standards that were written for everyone who loves, cares for and educates young children. We use the standards as a resource to help support and enhance children's learning and development. They emphasize developmentally appropriate content and child outcomes.

We believe that young children learn best through active exploration of their environment, therefore the staff will create a safe, nurturing play environment. Play is an important vehicle for developing self-regulation as well as for promoting language cognition and social competence. Learning occurs when children can manipulate and choose materials and can freely use their whole bodies and all of their senses.

The classroom is arranged into learning centers and the teachers plan around a central theme. The teachers create games and activities with educational possibilities for each learning center. The children choose which learning center activity they would like to participate in and the teachers facilitate the learning through observation and questions. It is our goal to promote optimum growth in:

SOCIAL DEVELOPMENT – through positive interactions with peers and responsive adults.

EMOTIONAL DEVELOPMENT – through healthy self-esteem and emotional expression.

COGNITIVE DEVELOPMENT – through the gathering of new ideas and their use in problem solving.

PHYSICAL DEVELOPMENT – by providing safe and challenging indoor and outdoor environments to explore so each child will gain control of their own body.

All of these domains are important and closely interrelated. Children's development and learning in one domain, influence and are influenced by what takes place in other domains.

Many aspects of children's learning and development follow well documented sequences, with later abilities, skills and knowledge building on those already acquired.

*Our four year old classroom follows the same curriculum as the Cedar Rapids Community Schools Early Learning classrooms. Their centers and exploration are targeted to help the children achieve the goals of the Gold Assessment. Parents are given a report of the child's development and progress on the continuum twice a year.

Assessment (4.1. 4.2)

Included in your enrollment packet that is due before the first day of school includes an intake form that provides space for you to share information about your child and any developmental concerns. All students will receive a home visit in August from their child's teacher. The teacher will complete

an activity with the student to have a basic understanding of the students in their classroom that school year and will adjust lesson plans accordingly.

Monthly newsletters are sent home, emailed and posted outside classrooms to inform parents what the students are working on and learning. Daily activities are also posted outside the classroom on a bulletin board or easel. Pictures are posted outside classroom, via email and facebook (with parent's permission) Preschool also sends home classroom activities daily and periodic family activities.

Each classroom has its own assessment tool that is age appropriate for the age of the children in the classroom. There are two parent conference times, one in November and one in March. A report card along with examples of the student's work will be provided at that time. An end of the year report card will be supplied with the child's scrapbook on the last day of school. Parents are always welcome to speak in person, call or email teachers after school with questions or concerns. The director is also accessible for any questions and sends out a monthly newsletter.

Our 4 yrs old preschool program uses the Teaching Strategies GOLD assessment tool to assess our students. Teaching Strategies GOLD assessment is aligned to the Iowa Early Learning Standards and assesses students' skills in social emotional, physical, cognitive, language, literacy, mathematics, social studies, science and technology, and the arts. Through this assessment, we will take observational notes, create portfolios, and plan activities that are one on one, small group, or whole group to evaluate students' skills. The assessment information is then used to guide lesson planning and report progress to parents/guardians.

There are three checkpoints throughout the school year for Teaching Strategies GOLD. Every November, February, and May we assess each student's skills in each domain. Report cards will be sent home three times a year after each checkpoint and will reflect the level of your child's abilities at that time. The domains that appear on the report card are Preschool Priority Standards chosen by the Early Childhood Special Education teachers.

Student Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have legitimate educational interest are allowed to access a student's records unless a release has been filled out by parents granting another party permission.

Program Evaluation, Accountability, and Continuous Improvement (10.15)

The program offers staff and families opportunities to assist in making decisions to improve the program. Collaborative and shared decision making is used with all participants to build trust and enthusiasm for making program changes. The preschool is governed by a board of directors. The board must consist of parents from each program, directors, pastor, church member and 2 community members with expertise in education, social work, finance or human resources. The board is required to meet at minimum quarterly. Teaching staff and parents may attend any board meeting.

In the Spring of each school year, families will be provided with a family questionnaire to provide feedback around policies and procedures of our program. The program staff will use the information gathered from this questionnaire along with a staff survey to determine goals for the program. These goals are shared with all families.

Family Involvement (IQPPS 4.9)

Home Visits

Home visits are made at the beginning of the school year as a requirement of the Statewide Voluntary Preschool Program. This is an opportunity for the preschool teacher to get to know you, your child, and your family. This meeting begins a partnership between home and school in order to best meet your child's needs. This is a great time for you to share your knowledge about your child's interests, approaches to learning, and developmental needs. You can help the teacher understand what your goals are for your child and whether you have any concerns you'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with either the classroom teacher or administrator.

Parent-Teacher Conferences

The teacher will schedule two in school conferences for your child with one being in the fall and one in the spring of the year. This will be a time for the staff to talk with families about our shared goals for your child throughout the school year. If you would like more frequent conferences, please contact your child's teacher.

Open House

Families are invited to a Meet and Greet in August of each year. This allows children the opportunity to meet their teacher, see their classroom and meet other classmates. This also serves as a time where parents can ask any questions and become more familiar with the program and school.

Preschool Parent Orientation

During the Meet and Greet, the director will offer an orientation in fellowship hall. Hard copies of the parent handbook will be offered and highlighted. Time for questions will be available as well as extra copies of enrollment materials.

SYSTEMS FAILURE

In the interest of the safety of the children, the Children's Weekday Ministries programs will close in the event of vital systems failure at the program site, such as water, electricity or communications. If this should take place following student arrival, notification of parents will occur in as timely a manner as is possible. If systems failure occurs prior to student arrival, personnel will notify students and their parents upon arrival.

FIRE

In the event of a fire children exit the building quietly and quickly and will go to the designated areas for each respective class. They will sit down and wait for the staff to account for all children and staff. No one will re-enter the building. The designated staff will take the attendance book and emergency phone list outside. Once outside, a 911 call will be made. The children and staff will remain at their designated areas until emergency vehicles arrive. Children will then be taken to the closest public building. Parents will be contacted and made aware of the fire and the alternate pick-up site.

NUCLEAR EMERGENCY

In the event of an accident at the Duane Arnold Energy Center, Civil Defense regulations may require an evacuation of Cedar Rapids. Parents will be notified via the Emergency Alert System to pick up their child at the church as soon as possible. If there are children still at the church when the evacuation is required to take place, the staff will accompany the children to the temporary relocation site. The Trinity relocation site is Cornell College, Mt. Vernon. The Lovely Lane relocation site is Southeast Junior High School, Iowa City. Linn County will provide transportation. The staff will care for the children until picked up by a parent or authorized person. If the children are not picked up from the temporary location site, the staff will accompany them to a permanent relocation site. Notification of the site will be made over the Emergency Alert System (WMT AM or FM).

GENERAL INFORMATION

Lovely Lane Preschool and Daycare is a DHS licensed facility with the capacity of 131 students present at one time. Children should not bring money, toys, food or other items without prior approval from the staff. The staff might request some items for a specific activity.

Parents are welcome to observe the program at any time. For reasons of liability and supervision, children who are not enrolled in the program cannot visit or participate in activities unless accompanied by a parent.

Information about our entire program is available upon request. The components are Lovely Lane & Trinity Lane Preschool, and BASE.

Registration for the new school year begins the February of that year. Each family must fill out a registration form and return it with the registration fee.

Any of the policies and procedures in this handbook is subject to change as decided by the Children's Weekday Ministries Board of Directors and Program Director.

