

*We are Located in
Leeds Elementary School*

BB's

PreSchool & Childcare
Serving Children **3-5** Years of Age

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Program Philosophy

BBS Preschool and Childcare staff are dedicated to the success of all children. We use guided knowledge of child development and research-based practices to plan developmentally appropriate practices to facilitate meaningful learning experiences for all children. The curriculum is a framework for facilitating children's growth in all areas of development. All children are seen as individuals; therefore, modifications and adaptations are used to ensure the success of all children. The classroom is arranged for children to safely engage in play and learn. BBS staff believe families play an important role in their children's development and education. Open communication and family participation is essential to the children's education.

Mission

Our mission is to provide a loving, nurturing, and environment for children to feel safe and welcome. We support and empower children and families through the access to quality community services for preschool education to children 3-5 years old.

Capacity

We are licensed program by DHS. Our maximum capacity of 31 students. During our Voluntary Preschool Program hours we will maintain a ratio of 1:10, our maximum capacity during Preschool hours is 20 students. We offer before and after school for families that need childcare.

Vision

Guided by research on brain development, we will plan opportunities for all children to learn through developmentally appropriate practices and will collaborate with community resources to ensure all children are learning according to their ability.

Admissions

The following standards apply to all children seeking admission to BBS Preschool and Childcare.

1. The child must be 4 years old on or before September 15th.
2. After October 1st, children who will be 4 by Jan. 1st can be enrolled.
3. Registration is complete when all paperwork has been filled out and signed in the appropriate sections. The forms ensure the child has a place in our program.
4. Each child must have a valid copy of their birth certificate.
5. Registration fee: A non-refundable \$25.00 registration fee is required.
6. A waitlist of interested applicants will be maintained, and notification will be given when available.

Fee Information

Prior to enrollment, a Schedule of Attendance Contract must be signed. Parents and Legal Guardians will be billed according to the individual's Attendance Contract. Preschool hours are: 8:30 a.m.-12:30 p.m. All other hours are considered childcare in which there is a fee. All fees must be paid by the last day of the billing period.

Absences

It is the responsibility of the parent or guardian to call the program when a child will be absent. The attendance policy is monitored very closely. Children benefit most from the program if they attend on a regular basis and at a consistent time. Data shows that children who attend regularly had a greater chance of accomplishing high school and moving on to a higher level of education than those children who had poor attendance in preschool. We all want the children to succeed so make sure they come to preschool.

Health

The program maintains current health records for each child, the records are not limited to:

1. Current Physical: the physical must be within the last year and not expired.
2. Immunization Records must be current according to the Iowa Department of Public Health. Records must be signed by a Physician or administering Health Department official. Religious exemption waivers must be notarized and signed by the notary.
3. All children with special health care needs must have an Emergency Action Plan that is prepared by the Physician or health care professional. Details of how to

properly care for the child if an emergency should rise. This includes food allergies, allergies to bee stings, or chronic illness that require assistive technology.

4. Children that are ill are provided a comfortable space until their parents have arrived.

Safety Policies

1. All staff are required to have current certifications in Pediatric/Adult CPR, with AED, and Universal Precautions.
2. All staff will take precautions to ensure their own safety and will follow OSHA guidelines. However, if an injury to a staff member should occur, the date, time, and full explanation must be documented, seen by a physician free of charge, The Workman's Comp Insurance is available to the injured staff member.
3. At least one staff member must be certified in Medication Administration. Medication is stored in a lock box unless otherwise authorized by a physician. The medication must be labeled with the child's name, date, Physician's name, route, dose, time, and duration. No over the counter medications will be accepted. Administering staff must fill out the Medication form and retain for future use.
4. All materials must be free from hazards, including toys, furniture, or materials that are defective must be discarded immediately.
5. All staff are Certified Mandatory Reporters. All staff who suspect child abuse and/or neglect or well-being of a child are required to file a report to HHS. The staff person that reports the suspicion to HHS is protected by law. The staff person who reported the suspicion is immune from retaliation, discharge, or other disciplinary action for that reason alone unless it is proven the report was malicious.
6. Emergency contacts and authorized people to pick up the child must be on file.
7. Anyone other than the parent/guardian picking up the child must be listed on the emergency form and provide a photo identification to access the child.
8. Staff will ensure all children are dressed appropriately for the weather. In extreme weather, the staff will not take the children outside but will offer physical activities indoors.
9. Permissions slips must be on file for administering insect repellent and sunscreen.
10. Parents are informed of any communicable disease exposures. A written form will be posted on the entrance door to the classroom. All questions regarding the exposure will be directed to the nurse consultant or Health Department. Staff may contact our nurse consultant for guidance regarding communicable exposures. The

staff will follow the protocol of the Physician or Nurse. Documentation of exposures will be documented and kept on file.

11. All staff and children will wash their hands upon arrival, before/after meals, after using the restroom, and before/after using the communal water/sand tables. Anyone with open wounds to their hands will not be allowed to play in the communal area until the wounds are healed.
 12. Sinks being used for handwashing and food preparation are sanitized/disinfected between uses with a bleach solution 1 tbs bleach to 1 gallon of water.
 13. All tables are sanitized and disinfected between activities.
 14. Toys and materials are sanitized and disinfected weekly or when soiled.
 15. All staff, substitutes, volunteers, or visitors will pass a mandatory criminal background check before they are able to interact with the children.
 16. A detailed emergency preparedness manual has been developed for safety for our children and staff. The manual covers evacuation plans, lock-down, shelter in place, active shooter, fire/flood, relocation, and how/when to notify parents will be notified. In addition to how parents/guardians retrieve their child. The manual is available for parents/guardians to read per their request.
 17. All information shared with the staff is held in the highest confidentiality. Children files are protected in the file cabinet. Administrators and teaching staff who have consent from the parent/guardian may access the records. All others are permitted.
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Diapering Policies

In rare occasions children may not be able to use the restroom consistently. Children who have a medical reason that prevents them from using the restroom will have privacy and respect. The child will be checked hourly for soiled diaper/clothing.

The staff will ensure that all children will have opportunities to use the restroom throughout the day or as needed. A staff member will be available to assist children in changing soiled clothing or pull ups during naptime.

HHS diapering/pull up procedures are posted on the restroom. If there are any questions about policies, please refer to the HHS website for complete details on diapering procedures.

Meals and Snacks

BBS Preschool participates in Child and Adult Care Food Program. Applications for Eligibility are distributed with enrollment paperwork. These forms must be filled out and

returned to the program director. All meals and snacks are prepared on site. Yearly audits are performed by a CACFP representative to ensure the program is operating in compliance.

The audit consists of checking Eligibility forms, attendance records, proper meal/patterns, menus, monthly records, reimbursement forms, sanitation, meal preparation, and how the CACFP reimbursement funds are spent.

One hour at minimum is required for all staff to take training regarding the food program and Civil Rights. During the first meeting of the school year all staff go over dietary needs of our upcoming students and procedures pertaining to meal preparation, temperature control, choking hazards, and sanitation.

Leadership and Management

1. The program effectively implements policies, procedures, and implementation of HHS guidelines that enhance the staff and management to provide quality care for children.
2. Staff are required to take OSHA Universal Precautions each year. They must follow procedures for not only their protection as well as the children. When there is a risk of potential exposure the staff will wear protective equipment and use caution. Staff are offered Hepatitis Vaccinations free of charge. Anytime a staff member is in contact with pretentious infection, the information must be filed on a OSHA approved form within 24 hours of the incident. The staff may visit their own doctor free of charge when an incident has occurred.
3. The teaching staff will hold two conferences within the school year. The information shared will be based on the data collection and implemented on the assessment used by the program.
4. Staff are valued and respected. If one of the staff is accused of possible child abuse, the staff members will be relieved of their duties or supervised while with the students until the allegations are finalized, or unless HHS has other recommendations.
5. Parents must accompany their child at arrival, and departure. The parent must walk the child to the door at arrival. The teacher will take the students and sign them in. At departure the parent rings the doorbell, the staff will let them in, the child will get their belongings and leave with the parent. The staff will sign the student out.
6. The staff do not transport students.

7. A detailed Emergency Preparedness Policy Manual is available to all parents upon request.
8. Emergency plans are posted by both exits in the classroom.
9. In an emergency such as lockdown, shelter in place, and or evacuation the director, Brenda Barto will assume responsibility. If Brenda is unable to perform these tasks, the classroom teacher will be the next responsible person, if the teacher is not present the classroom para will assume responsibility.
10. Emergency bags and sign in/out sheets will be taken to the second location. This is Baptist Church on the corner of Indian Hills and Outer Drive.
11. A staff member will be in the front and one in the back of our class.
12. Attendance will be taken as soon as we reach our destination.
13. Parents will be notified. Parents will come to the Baptist Church to retrieve their child. They will sign the child out.
14. Transportation is available through SCCSD if we need to suddenly evacuate the building. The children will walk to the Masonic building on 41st Street and there the bus will take us the rest of the way to the Baptist church.
15. NO CHILD WILL BE RELEASED TO A PARENT/GUARDIAN THAT IS SUSPECTED TO BE INTOXICATED OR UNDER THE INFLUENCE.

Personnel Policies

BBS Preschool and Childcare maintains a separate policy member for staff. The policy manual outlines staff roles and responsibilities, criminal background checks, training requirements, disciplining children, mandatory reporting, schedules and absence policies.

Access Policies

Any person in the classroom who is not an owner, staff member, substitute, subcontractor, or volunteer who has had a record check and approval to be involved with the childcare shall not have "unrestricted access" to children whom that person is not the parent, guardian, or custodian, nor to be counted as the staff to child ratio. However, individuals who do have "unrestricted access" shall be under the "supervision" and "monitoring" of a paid staff member all times and will not be allowed to assume any childcare responsibilities. Primary responsibilities of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the other assistant.

Center staff will approach anyone who is on the property of the school without their knowledge to ask what their purpose is, how long they plan to be there, and who are they there to see. The center staff must ask the director, principal, or other authoritative

Personnel to approval for the individual. If the situation becomes dangerous the staff will follow "intruder in center" procedures.

A sex offender who had been convicted of a sex offense against a minor (even if the offender is a parent, guardian, or custodian) who is required to register on the Iowa sex offender registry (Iowa code 692A)

1. Shall not operate, manage, be employed by, or act as a contractor/volunteer, at the center.
2. A sex offender shall not to be on the property of the school without written permission of the center director except in the transportation of their own children.
 - A. The center director is not obligated to provide written permission and must contact DHS licensing consultant first.
 - B. If written permission is not granted it shall include the conditions under which the sex offender may be present, including:
 1. The precise location the sex offender can be present
 2. The reason for the sex offender's presence.
 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 children are not left alone with the offender.
 5. The written permission shall be signed and dated by the director as well as the offender and kept on file for the review by the center licensing consultant.

It is the responsibility of the center staff to always ensure the safety and well-being of the children.

Unrestricted access: means that a person has contact with a child alone or is directly responsible for childcare.

Supervision: means to watch an individual who is engaging with children in an activity or task and ensure that they perform it correctly.

Monitoring: mean to oversee and ensuring proper conduct of others.

Sick Children

To protect the child and others, parents/guardians should keep their child home and notify staff when the child is absent and the cause of the absence.

1. If your child has a temperature of 10 degrees or above the child should stay home or be sent home until they are fever free for 24 hours.
2. If your child has had an upset stomach, diarrhea, or vomiting, within the last 24 hours they must stay home or will be sent home if it happens at school.
3. If your child has a sore eye or discharges from their eye, or ears they should stay home.
4. If your child has an undiagnosed rash or hives with lesions they must stay home.
5. Best practice: If your child is not well enough to participate in activities at home or school, the child must stay home.

The return to school policy: when the child no longer has a fever, diarrhea, vomiting, rash, eye secretions, any communicable disease for a full 24 hours before they can return to school. This policy is enforced to protect other children and staff members.

When an accident or sudden illness occurs, the staff will administer first aid but they are not responsible for subsequent treatment. Any further care is up to their family physician. In case of a severe emergency, the child will be taken to the hospital for further treatment. Parent/guardian will be notified of any situation requiring medical attention.

Emergency health cards, emergency cards, dental consent, medical authorization cards, immunization cards, any medical treatment forms (mediation, Inhalers, EPI pens, diabetic shots are examples). Food allergy or food modification forms must be on file and retained for future use.

Accident Reporting

It is the responsibility of the staff members to inform the parent/guardian of falls, bruises, and cuts sustained by the child during the day. Accident reports must be filled out and copied. One copy is for the parent/guardian and the other will be filed in the child's individual file.

Incidents involving more than one child must be discreet and confidential. No names should be shared. Parents/guardians must sign the copy that is to remain at the center.

Family Involvement

During conferences, home visits, and through daily communications, classroom staff will seek information from families about the skills and behaviors their child demonstrates at home. The information gathered from families is used in the assessment process.

The Iowa Board of Education believes parent involvement is essential to having a successful preschool experience. The state preschool legislation requires schools to record parent participation. We realize that families are busy with work and activities and will always be mindful of this when planning activities. Your child's teacher will inform you of several parent involvement opportunities which may include: monthly classroom activities for families, special lunch for families, calendar activities, reading, homework activities, and family sharing.

In accordance with preschool legislation, a home visit will be provided to each family. Home visits are designed to help classroom staff get to know your family and your family's goals for your preschooler. Staff will also be sharing information about your child's progress and how to build your child's skills at home. Your family's home visit will last approximately 30 minutes. Home visits are part of our program and if you would rather meet somewhere public arrangements can be made with the staff.

Group Family Meeting

The annual group meeting serves as an opportunity for the program to share information with parents as well as providing time for parents to share their input about the program. It can also serve as a time for the center to invite a speaker to share information with the parents on a host of topics (child development, school readiness, parenting, etc..)

Advisory Board

A Parent Advisory Board is made up of parents of children currently attends or previously attended the preschool program. Participation on the Parent Advisory Board serves as an opportunity for parents to provide feedback and support to the center staff and policies.

Functions of the board included by are not limited to:

1. Advising the staff on policies, activities, and services
2. Acting as a "sounding board" for the concerns of parent
3. Maintaining contact with families to solicit ideas, concerns and recommendations and/or relaying to the director specific individual concerns
4. Assisting in writing grant proposals
5. Developing and assisting with implementation of an annual parent involvement plan, including planning parent meetings
6. Assisting in recruiting new families to the center
7. Assisting in fundraising
8. Support for the director in actions regarding policies for staff and families

Preschool Initiative Daily Schedule

- 8:30-9:30 Center Time /Check in**
- 9:30-9:40 Morning Meeting**
- 9:40-10:00 Handwashing/Snack/read books**
- 10:00-10:20 Large Group/Music Movement/1st Read Aloud**
- 10:20-10:40 Small Group**
- 10:40-11:15 Outdoor play/Physical Activities**
- 11:15-11:45 Handwashing/Lunch**
- 11:45-12:00 Clean up/Restroom/Minimum choice**
- 12:00-12:15 Daily Recap**
- 12:15-12:30 2nd Read Aloud**

Transitioning to Kindergarten

Our goal is to support children and their families during the transition from preschool to kindergarten/elementary school setting. We want to help make the transition as smoothly as possible for everyone. Several events throughout the school year the teacher meets with the family members to discuss the transition to kindergarten.

Children who are 5 years old on or before September 15th will receive information regarding Kindergarten Registration in their home district elementary school. At this time, parents can ask the Elementary Staff about meals served at school, share information about their child's food allergies or medication use, transportation, and get familiar with the school building and staff.

Children who have been identified as having special needs or on an IEP will have a team meeting at the end of the school year to discuss plans on making the transition to kindergarten, special circumstances, health concerns, and transportation.

Teachers fill out transitions forms to share information about the child with the new teacher. Sharing this information before the student starts is best, the new teacher can be more aware of the students needs and what has been effective in their first learning environment.

The curriculum framework is based on the Creative Curriculum GOLD assessment, the State of Iowa Board of Education Early Learning Standards, and by each student's Individual Education Plan, IEP (if applicable). Plans are tailored to meet each individual student's educational needs.

Creative Curriculum Philosophy

At the heart of the Teaching Strategies approach to early childhood education is *The Creative Curriculum*, the country's leading scientifically based, comprehensive curriculum for programs serving children from birth to age 5.

We believe that curriculum should be integrated with high-quality assessment, professional development, and family connection resources to create a well-rounded program that addresses the needs of early childhood education professionals, children, and their families.

The Creative Curriculum helps you plan and implement a developmentally appropriate program that promotes children's social-emotional and learning in the core areas of literacy, mathematics, science, and social studies.

It combines the latest research and the freshest ideas into a forward-thinking approach to Learning-one that honors creativity and respects the role that teachers play in making learning exciting and relevant for every child in their classroom.

Our unique approach is designed to inspire teachers, to help them create a high-quality learning environment and, most of all, to support their important efforts as the open doors to successful learning.

With *The Creative Curriculum*, every program can put together a complete system that promotes positive outcomes for all children, including English-language learners, children with disabilities, and advanced learners. More information on Creative Curriculum can be found at www.teachingstrategies.com.

Creative Curriculum Objectives

12.

Social-Emotional

1. Regulates own emotions and behaviors
 - a. Manages feelings
 - b. Follows limits and expectations
 - c. Takes care of own needs

2. Establishes and Sustains positive relationships
 - a. Forms relationships with adults
 - b. Responds to emotional cues
 - c. Interacts with peers
 - d. Makes friends

3. Participates in cooperatively and constructively in group situations
 - a. Balances needs and rights of self and others
 - b. Solves social problems

Physical

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross motor manipulative skills
7. Demonstrates fine motor strength and coordination
 - a. Uses fingers and hands
 - b. Uses writing and drawing tools

Language

8. Listens to and understands increasingly complex language
 - a. Comprehends Language
 - b. Follows Directions

9. Uses language to express thoughts and needs
 - a. Uses an expanding expressive vocabulary
 - b. Speaks clearly
 - c. Uses conventional grammar
 - d. Tells about another time and place

10. Uses appropriate conversational and other communication skills
 - a. Engages in conversations
 - b. Uses social rules of language

Cognitive

11. Demonstrates positive approaches to learning
 - a. Attends and engages
 - b. Persists
 - c. Solves Problems
 - d. Shows curiosity and motivation

- 13
- c. Shows flexibility and inventiveness in thinking
 - 12. Remembers and connects experiences
 - a. Recognizes and recalls
 - b. Makes Connections
 - 13. Uses Classification skills
 - 14. Uses symbols and images to represent something not present
 - a. Thinks symbolically
 - b. Engages in socio-dramatic play

Literacy

- 15. Demonstrates phonological awareness
 - a. Notices and Discriminates Rhyme
 - b. Notices and discriminates alliteration
 - c. Notices and discriminates smaller units of sound
- 16. Demonstrates knowledge of the alphabet
 - a. Identifies and names letters
 - b. Uses letter-sound knowledge
- 17. Demonstrates knowledge of print and its uses
 - a. Uses and appreciates books
 - b. Uses print concepts
- 18. Comprehends and responds to books and other texts
 - a. Interacts during read aloud and book conversations
 - b. Uses emergent-reading-skills
 - c. Retells stories
- 19. Demonstrates emergent writing skills
 - a. Writes Name
 - b. Writes to convey meaning

Mathematics

- 20. Uses Number concepts and operations
 - a. Counts
 - b. Quantifies
 - c. Connects numerals with their quantities
- 21. Explores and describes spatial relationships and shapes
 - a. Understands relationships
 - b. Understands Shapes
- 22. Compares and Measures
- 23. Demonstrates knowledge of patterns

Science and Technology

- 24. Uses scientific inquiry skills
- 25. Demonstrates knowledge of the characteristics of living things
- 26. Demonstrates knowledge of the physical properties of objects and materials

- 27. Demonstrates knowledge of Earth's environment
- 28. Uses tools and other technology to perform tasks

Social Studies

- 29. Demonstrates knowledge about self
- 30. Shows basic understanding of people and how they live
- 31. Explores change related to familiar people or places
- 32. Demonstrates simple geographic knowledge

The Arts

- 33. Explores the visual arts
- 34. Explores musical concepts and expressions
- 35. Explores dance and movement concepts
- 36. Explores drama through actions and language

English Language Acquisitions

- 37. Demonstrates progress in listening to and understanding English
- 38. Demonstrates progress in speaking English

Creative Curriculum Assessment GOLD

Purpose of assessment

Assessment information is essential for individualizing instruction for young children. This new system supports teachers and promotes appropriate teaching practices that help all children building the foundation they need for school success.

Specific skills measured by GOLD

This measure focuses on the ten GOLD objectives for development and learning (listed above).

How the assessment tool is administered

The classroom staff observes individual children over time, but the context for observations may be a group setting.

How is the assessment information used and shared with families?

The classroom staff will maintain records for each child and complete the skill level ratings. The teacher interprets the results and uses them in planning daily activities and determining the needs of each individual child. Twice a year families will have a conference with the classroom teacher where a family report will be shared. This report describes your child's development in the above areas.