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Parent Handbook

Revised October 2025

Changes to the current version of the Parent Handbook may occur during the school year due to decisions of the Board of Directors, changes in the needs of the preschool, or changes in licensing guidelines. Parents will be notified of changes through Board meeting minutes, newsletters, or notes.

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Adventures Preschool

A Cooperative Experience

Adventures Preschool was established in 1968 and is a non-profit organization licensed by the State of Iowa. Adventures Preschool serves three- to five-year-olds and their families. Our program participates in the voluntary IQ4K(Iowa Quality for Kids), CCA(we accept child care assistance payments from state of Iowa) and our outdoor classroom is a certified Outdoor Classroom by Nature Explore(natureexplore.org)

Mission Statement

Adventures Preschool provides a safe and nurturing environment where teachers and families work as a team to offer developmentally appropriate learning opportunities for each child's emotional, social, physical and cognitive growth.

Philosophy

At Adventures Preschool we believe that children learn by being actively engaged, by playing, and by experiencing. Social skills, emotional development and language development are our primary focus. We feel that if children know how to make and be friends, are self-confident, can ask for help when they need it, can express their feelings, can make decisions, have self-control, feel positive about school and curious about their world, they will have an excellent start. Although we do explore academic skills in our program, academic skills are not our main emphasis. We usually incorporate such learning in the form of games, songs, art, cooking, and conversation. We utilize developmentally appropriate activities and materials. Adventures Preschool believes situations requiring discipline can be dealt with through the use of active problem solving. Under the guidance of an adult, children are encouraged to use words to describe situations involving conflict, express their feelings and explore solutions jointly. Finally, Adventures Preschool believes that ALL children bring a unique component to the learning environment, which in turn, enriches the experience for all individuals involved.

Objectives

- To provide a caring and stimulating learning environment for our preschoolers
- To meet the physical, emotional, social, and mental needs of our children
- To help parents develop a deeper understanding and appreciation of their preschool child.

What is a Cooperative or "Co-op" Preschool?

In a cooperative ("co-op") preschool, teachers, parents and children are fully involved in the educational process, working and learning together. The importance of parents as educators is recognized. Parents participate in the classroom on a regular basis and serve outside the classroom with special projects, on committees, or on the Board of Directors.

How do children benefit from the cooperative program?

- Children enjoy sharing their experiences with their parents.
- Children may transition to preschool more easily when their parents are occasionally in the classroom.
- More adults are in the classroom each day, supporting the children's learning; in fact, state licensing requirements for adult to child ratios are surpassed.
- Children get the benefit of both stability (teachers) and diversity (parents) in their learning environment. Parents working in the classroom might be moms or dads (or even grandparents). They could be older or younger, with many children or just one. They might come from different parts of the world or from different ethnic/racial groups. They could be stay-at-home parents or career professionals. They are all different, and they all help provide a rich and varied learning experience for the children.
- Children can see the value their parents place on education.
- School is more easily extended beyond the classroom, leading to a lifelong habit of learning.

How do parents benefit from the cooperative program?

- Parents have an opportunity to observe their child with his/her peers; they can learn more about their child's interests and behaviors.

- Parents can strengthen their techniques for working with children by observing teachers and other parents.
- Parents have opportunities to develop friendships with other families.
- They can communicate more easily with the teachers and other parents.
- They have firsthand knowledge of classroom activities, policies and procedures.
- Parents may find it easier to send their child off to their first school experience when they are involved in the program.

How do teachers benefit from the cooperative program?

- Teachers really enjoy getting to know the children and their families. It's more fun working as a community.
- Communication with families is easier; as a result, teachers and families tend to be more consistent in their work with a child. They can use the same terms and work on the same goals more easily.
- Parents and teachers can draw on each others' knowledge and resources.

Non-Discriminatory Policy

Adventures Preschool welcomes all children regardless of race, gender, country of origin, creed, or religion. Adventures Preschool admits students of any race, color, gender, religion, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, religion, national or ethnic origin in administration of its educational policies, admissions, policies, and scholarships. The building's (Collegiate United Methodist Church) second floor restrooms are not currently fully accessible to persons with physical disabilities. Adventures Preschool will make every effort to make reasonable accommodation for those with disabilities. Requests for accommodation should be made in writing to the teachers.

The Structure of the Preschool

A copy of the Bylaws and Articles of Incorporation are available upon request. The parent body, Board of Directors, and teachers are required to hold and attend at least two preschool business meetings each year. Presently the Parent Orientation and End of Year Celebration serve as these two meetings.

Classroom volunteers: Parents assist in the classroom at regular intervals. One parent serves in the classroom each day; therefore, the number of times each family must volunteer in the classroom each semester depends upon the number of children enrolled. When enrollment is full, each family generally volunteers in the classroom about three times each semester. Parents sign up for volunteer days online. Families will receive a Sign-Up Genius link in mid-August and mid-December to sign-up for volunteer days. If a parent is unable to volunteer on their selected date, please contact Jill or Jamie. You can schedule another day to volunteer. If a family has hardship fulfilling the volunteer duties; an exemption can be granted. Families must request a volunteer exemption form to complete before volunteering can be waived. Please contact Jill to receive the form. To maintain a safe environment, classroom volunteers must complete a background check. Parent volunteers are mandatory reporters of child abuse while they are volunteering in the classroom.

Committees and Volunteer service: Each family is responsible for participating in the operation of the preschool by serving on the Board of Directors, on a committee, or during special projects. Each family is responsible for contributing at least eight hours of service during the preschool year. Currently we have the following committees and non-classroom participation opportunities:

- **Fundraising:** Explores fundraising options and makes recommendations to the Board. Supervises fundraising activities. Reports the outcome of fundraising efforts to the Board and the parents. Funds received from fundraising efforts are used to purchase items not included in the annual budget. Examples of purchases made with fundraising money are playground equipment, new shelf materials (games, manipulatives, etc) for the classroom, shades for the windows in the Big Room, etc. The chair (or co-chairs) of this committee is a board position.
- **Equipment:** Arranges for repair and upkeep of equipment and playground. Maintains inventory of all equipment. Conducts a monthly inspection of the outdoor classroom and completes documentation of inspections. The chair of this committee is a board position.

- **Communications and Marketing:** Assists the communications chair with marketing, website, and other outreach efforts. Outreach examples include, but are not limited to, Ames' Farmers Market table, Octagon Center for the Arts Festival of Trees, Campustown Action Alliance Summerfest table. The chair of this committee is a board position.
- **Social:** Plans 1-2 social events during the school year for all preschool families (non-fundraising restaurant nights, park meetups, youth matinee events, etc.). Coordinates food and items needed for the parent orientation, preschool open house, and the end-of-year celebration. Sends cards to Adventures Preschool families to acknowledge life events. Organizes meals for Adventures families in times of need (as requested by teachers or the Board). The chair of this committee is a board position.
- **Playdough:** Prepares playdough each month. Recipe and ingredients provided by preschool teachers.
- **Sewing:** Mends dramatic play clothes and doll clothes as needed. Sews new napkins as needed. Helps with other projects as needed.
- **Classroom Materials Upkeep/Little Free Library:** Coordinates sanitizing/washing classroom materials with the classroom teachers. Helps maintain and rotate supplies in the emergency kits as needed. Purchases supplies for emergency kits as needed.

Parent Advisory Board

The parent advisory board is composed of parents (officers and committee chairs) and teachers. New parent advisory board members will be approved by a vote of the Board. The parent advisory board is responsible for the operation of the preschool: setting and managing the budget; auditing expenses and revenue; setting tuition and fees; discussing parent concerns; hiring teachers; making decisions about marketing/advertising, upkeep of premises, lease negotiation, purchasing, and fundraising.

Officers:

- **President:** Prepares agenda. Convenes and conducts meetings. Oversees various committees. Signs contracts.
- **Vice President:** Assumes role of president in absence of president. Assists in carrying out presidential responsibilities. Publicizes the opening of applications for enrollment.
- **Treasurer:** Serves as chair of the budget committee. Pays all bills approved by the board and other budgeted items. Submits payroll and tax records to the accountant. Keeps accurate records of preschool budget. Maintains up-to-date records of preschool accounts on Quickbooks Online.
- **Secretary:** Records parent advisory board meeting minutes. Maintains minutes and agendas.

Teachers and/or Directors

With rare exceptions, two teachers are present each day in the classroom. The teachers/directors are hired by the parent advisory board. The staff may consist of either a lead teacher, an assistant teacher, and a classroom aide(s) or of co-lead teachers. The director responsibilities are assumed by the lead teacher(s). If the lead teacher is absent due to sickness, personal or family leave, the assistant teacher will assume the duties of the lead teacher. There is the possibility that preschool could be canceled if one of the teachers will be absent. Families will be notified via email as early as possible if there is a preschool cancellation due to teacher absence.

Teachers plan the curriculum and organize materials for classroom use, lead classroom activities with the support of the parent volunteers, help parent volunteers by orienting the parents to the classroom, conduct parent-teacher conferences twice a year and communicate with parents on a regular basis, purchase new equipment and supplies with board approval, responsible for maintaining the preschool license from Health and Human Services, collect and maintain student and staff records, handle inquiries from prospective families and new student registrations. Our curriculum uses developmentally appropriate activities that reflect the current season. In September, October and November we learn about the fall season, apples, pumpkins, changes we see outside, harvest, hibernation and holiday traditions including Thanksgiving, Kwanzaa, Hanukkah and Christmas. In January, February and March we learn about the winter season, snow, ice, animals that do not migrate or hibernate, folk tales, friendship and signs of spring. In April and May we learn about the spring season, baby animals, planting seeds, vegetable gardens, flower gardens, insects, birds, signs of summer and saying goodbye to friends at the end of the preschool year. When we are working on unit

lesson plans, we connect the activities to specific areas in the Iowa Early Learning Standards. We look within each unit to make sure we have activities planned that address each standard across the domains in the IELS. Preschool children are able to learn about their environment, as well as gain knowledge and skills needed for success in kindergarten.

In addition teachers attend parent advisory board meetings and are voting members. The director or assistant teacher is responsible for an annual report presented to the parent advisory board at the beginning of each school year. Teachers maintain current First Aid, CPR, Universal Precautions and Mandatory Reporter certifications and annual training as required by Health and Human Services Child Care Regulations for the State of Iowa.

Enrollment and Application Process

Adventures Preschool serves children ages three to five and their families. To be eligible for enrollment, children must be three years old before September 15th of the fall term. Exceptions may be made at the discretion of the director. All children must be toilet trained before beginning preschool. We accept enrollments throughout the school year as class openings allow.

Families interested in enrolling are strongly encouraged to schedule a visit to preschool with their child. In this way the parents can ask questions and observe the classroom environment.

Current families may apply for the upcoming fall term early by submitting enrollment materials during the month of February. Fall term enrollment opens to the public early March each year. Enrollments are accepted on a first-come, first-served basis until classes are filled.

A \$100 non-refundable application fee must accompany the enrollment request.

Families will be notified of their enrollment status in a timely manner. They will receive notification via email.

If classes are filled, applicants will be placed on a waiting list in the order in which applications are received.

Parents are required to complete and submit the following forms on the Playground App:

- Child Information Form
- Emergency Medical Information and Consent
- Field Trip Permission and Photo Permission
- Tuition Information
- Volunteer Health and Criminal Record Self-Certification (for parent(s) who will be volunteering)
- Mandatory Reporter Form (for parent(s) who will be volunteering)
- Facebook Policy

Upon admission, parents are required to provide their child's immunization record and a report of their child's most recent physical examination. The physical and immunization form must be obtained from the child's physician. Printed copies from MyChart or similar programs cannot be accepted. All forms must be returned prior to or on the first day of gradual enrollment.

Tuition and Fees

Adventures Preschool is a non-profit organization. The preschool's financial obligations are met through fees, tuition, and fundraising. The preschool does not currently receive funding from any outside source. The preschool's primary expenses are insurance, teacher salaries, room use fees/utilities, supplies and equipment. Each year the Board drafts a budget which is then presented to and voted on by the parent-body. A copy of the budget for the current year is available upon request.

Tuition Payments

Tuition for the upcoming year is set by the Board during the budgeting process and approved by the current parent-body each spring. Tuition can be paid in one payment, in two semester payments or in nine equal monthly installments during the school year. Lump sum semester or yearly tuition payments will receive a 2% discount if paid by the first day of semester. Monthly installments are due on the 1st of every month (September through May). Please choose the schedule which best suits you. Tuition is paid by Playground Software Invoice, Venmo, cash or check with checks payable to "Adventures Preschool."

Late fee

All tuition received after the 15th of each month will be charged a late fee of \$15.

Bounced checks and non-payment

In the event that your payment is returned for insufficient funds ("bounced check"), you will be responsible for that payment plus any bank fees charged to the preschool. The payment and bank fees will be due with the next tuition payment.

If you miss a payment or have a bounced check, you will be contacted by the treasurer. Non-payment of tuition is grounds for cancellation of enrollment, as decided by the Board. Families with financial hardships are encouraged to speak to the treasurer in a timely manner to determine if a payment plan is possible. Returning families with an outstanding balance may not enroll for the following year until the balance is paid.

Optional Costs

Adventures Preschool t-shirts may be purchased each fall. Usually an on-line store is available through Sigler Printing in Ames. Adult and child-sized t-shirts and sweatshirts are available for purchase. Scholastic Book Orders are available 3-6 times per preschool year. Book catalogs are sent home and orders are placed on-line. Books ordered are shipped to Adventures and distributed upon arrival.

Scholarships

There is a limited amount of funds available for scholarships. The parent advisory board determines the amount annually in the spring for the coming year's budget. Families may make a verbal request to the director(s) of the preschool. There is no application process. Scholarships are a 25% reduction of tuition. Scholarships will be granted until allotted money is gone.

Sibling Discount

Families with more than one child enrolled at Adventures Preschool will receive a 10% discount on one tuition.

Absences and Extended Leave Policy

If your child is absent from preschool due to illness or other reasons, full tuition is due. If your child must be absent for an extended time (beyond one month) and you want to retain your child's place in preschool, full tuition must be paid during the absence. Otherwise, the position will be offered to the next child on the waiting list.

Withdrawing from the program

If you choose to withdraw your child from Adventures Preschool, you must give a 30-day written notice to the director. You are responsible for tuition for those 30 days, whether your child attends preschool or not.

Fundraisers and donations

The preschool utilizes several fundraisers per year. In the past, these dollars have purchased new playground equipment, new shelf materials for the classroom and shades for the windows in the classrooms. Please note that participation is voluntary. Families are encouraged to contribute in whatever way they are able. All contributions are appreciated and tax-deductible. The treasurer can provide a receipt for donations if needed. Please talk to the treasurer or a teacher if you have questions or would like more information.

Guidance and Discipline Policy

The teachers expect preschoolers to struggle with self-control and to test limits and rules. The teachers are trained to handle normal behavioral problems and consider these issues to be a central part of a preschooler's learning experience. We build a strong foundation of positive relationships in the classroom even when challenging behaviors are not present and this creates a supportive environment that can help prevent challenging behaviors and promotes social-emotional development. We create a supportive and positive environment for children and staff. We work to support positive relationships between children and between children and staff at all times by promoting collaborative play, encouraging peer support and recognition, creating inclusive environments, building trust and safety, engaging in positive and empathetic communication, offering choices, acting as a role model, and collaboration with families.

Children are treated in a caring, respectful manner. The teachers use a calm voice and go to children to talk to them (not call across the room) whenever possible. Children are not necessarily asked to apologize for inappropriate behavior as they may not feel sorry at that moment and/or may not understand the concept. Rules are clear and consistent. Children are given much practice in making decisions and seeing the consequences of their decisions. Teachers work with children to help them identify and express their feelings and to make connections between feelings and behaviors. Redirection, problem-solving, praising appropriate behavior and ignoring problem behavior are the most commonly used strategies to help children learn

self-control. If a child is hurting him/herself or others, s/he may be gently held until calm. If a child is unable to attend in a group situation and is distracting others, s/he may be removed temporarily to problem-solve with a teacher.

Yelling, threats, and any form of physical discipline (e.g., spanking) are not allowed at preschool. Parents will be informed of situations requiring guidance. Parents are asked to help teachers by reminding their children to: 1) stop and listen whenever they hear their name, and 2) use their words when they need something at home. Parents are asked to talk to the teachers immediately if they have any concerns regarding discipline at preschool.

Discharge Policy

Teachers and parents work together to attempt to resolve problems. With parents' permission, professional help (such as the Area Education Agency) may be utilized. In the rare occasion that a satisfactory resolution cannot be reached, a child may be discharged from the program. A child may be considered for suspension or expelled from our program for behavior that is harmful to the physical safety of the other children, parent volunteers or teachers, parents are unwilling to participate in additional screening and/or services for the child, if parents' fail to follow Adventures Preschool policies, the child's needs would be better met in a different setting or failure of parents to pay tuition and fees as agreed upon.

Supervision

Staff and parent volunteers are trained on active supervision procedures during their respective orientations. Staff and parent volunteers should provide active and positive supervision of preschoolers by sight and hearing at all times, including when children are eating, using the bathroom and when children are outdoors.

Active supervision requires focused attention and intentional observation of children at all times. Staff and parent volunteers position themselves so that they can observe all of the children: watching, counting, and listening at all times. During transitions, staff will account for all children with name-to-face recognition by visually identifying each child. They also use their knowledge of each child's development and abilities to anticipate what they will do, then get involved and redirect them when necessary. This constant vigilance helps children learn safely.

Staff and parent volunteers are reminded to refrain from cell phone use during preschool hours (taking pictures of children during activities is allowed), to position themselves so the entire space being used can be seen and try not to sit with their back to any group of children, avoid personal conversations with other staff or parent volunteers during preschool hours and to scan and listen to the space continuously.

Staff account for all children upon arrival at preschool each morning by name-to-face recognition.

Staff account for all children with name-to-face recognition by visually identifying each child before and after practice of emergency drills, when walking to the outdoor classroom and during field trips (when leaving the building, when arriving at destination, before departing destination and upon returning to building.)

The School Calendar

We currently offer a MWF and a TTH class. Children can also enroll in both classes, attending Monday-Friday. Class hours are 8:30-11:45, drop-off is from 8:30-8:45. While our capacity, as determined by the Department of Health & Human Services, is 22 children, we normally cap enrollment at 16 children. We follow the same break (Thanksgiving, Winter, Spring) schedule as Ames Community School District (ACSD). We do not follow ACSD's schedule for in-service days.

Make-Up Days

If preschool is canceled due to weather for more than 3 days for the MWF class or 2 days for the TTH class, days will be added to the end of the school year.

Lunch Bunch

Lunch Bunch may be offered if there is enough interest from families. Lunch Bunch is an optional 1 ¼ hour of additional preschool time from 11:45-1:00pm. Children bring a sack lunch from home and eat lunch with the Teacher(s). Fee for Lunch Bunch will be determined upon decision to offer the extra time. Families sign up for each session via a Sign-Up Genius link. Three children are needed for each Lunch Bunch session.

Classroom Visit

Classroom visits occur over two days before gradual enrollment. The classroom visit may be an assigned time slot or an open house style visit. This is a time to visit the classroom, meet the teachers and look around the

classrooms. Classroom supplies can be dropped off during the classroom visit. Children will find their locker, have a picture taken, and choose a color of name tag for the classroom tree.

Gradual Enrollment

To ease the children's transition to preschool, the year begins with a week of gradual enrollment. Gradual enrollment means that the class time is shortened to one hour and 15 minutes and half of the class attends at one time. This allows children to get acquainted with the teachers, other children, classroom, and routines more easily. Each child will attend one of the two sessions each day (8:30-10:00 am or 10:15-11:45 am).

Parents will receive a Sign-Up Genius link to select gradual enrollment time.

Family Events

- **Parent Orientation**

Parent orientation is the first of two parent-body business meetings required in the preschool bylaws. It is held before gradual enrollment. At this meeting preschool policies and procedures will be reviewed, parent advisory board members will be introduced and parents will have an opportunity to ask questions. Depending on the date of the orientation, children's paperwork will either be picked-up or turned-in. Parents will have the opportunity to indicate committee preference and review the schedule of fall-semester classroom participation days. This meeting is mandatory for all families. No child care is provided, and parents are asked to attend without their children.

- **End of Year Celebration**

In May, families are invited to an end-of-year celebration, either as a potluck picnic or a brief program with a dessert buffet. The preschool president may convene a brief business meeting in order to vote on the budget for the upcoming school year. Copies of the budget are available prior to the gathering and parents are encouraged to ask questions.

Conferences

The Lead Teacher(s) conduct(s) Parent/Teacher Conferences twice during the year. The fall conference is a time for parents to share information and for the teacher to share impressions and ask questions. Goals for the year may be discussed. The spring conference is a time to reflect on each child's growth and development.

Field Trips

Special trips are sometimes planned away from the classroom. These trips extend classroom learning and broaden children's experiences. Parents with ideas for field trip locations are encouraged to talk to the teachers.

Teachers ask that children be dressed in an Adventures Preschool or other blue shirt on field trip days. This helps adults quickly identify the Adventures Preschool children. If the field trip will be outdoors, parents are asked to carefully dress their children for the weather of the day.

Parents must sign a consent form prior to each field trip. The consent form will list the location, date, and mode of transportation. Parents may decline permission for their child to participate in an excursion but are encouraged to discuss any concerns with the teachers. Field trips generally take most of the morning and alternative activities aren't provided, so any child who isn't participating in the field trip should not attend preschool on the field trip day. Parents are always welcome on field trips.

We generally schedule field trips to locations within walking distance of Adventures. On occasion we may ride Cy-Ride to a field trip location. There may also be field trips where the entire preschool morning is held at an alternate location and parents must drop-off and pick-up at the alternate location. Examples are McFarland Park or Emma McCarthy Lee Park. We may ask for extra parent volunteers on field trip days.

Siblings may not participate in field trips. For the safety of the preschool children, all adult attention must be focused on the preschoolers.

The School Day

Staffing the classroom

Two teachers will be assisted by one parent most mornings. Parents will help on a rotating basis. The number of times each parent helps will be determined by the enrollment in each class. Occasionally, it may be necessary to have one adult with one or more children (e.g., going to the kitchen, bathroom, administering first aid). Parent volunteers are not allowed to be alone with children, other than their own child, during

preschool hours. Families may complete a volunteer exemption form if unable to volunteer during preschool hours. Please talk to Jill for more information.

Siblings at Preschool

Preschool is set up for three- to five-year-olds only. While younger and older siblings are welcome to help bring and pick up preschoolers, they are not permitted to stay the entire morning.

Typical Daily Schedule

September-November & April-May

Outdoor Classroom

8:30 Welcome/Arrival
8:30-9:45 Free Choice Outside
9:45 Morning Meeting(Job Chart)
9:50 Walk Inside
9:55-10:10 Prepare for Snack
10:10-10:30 Snack
10:30 Circle Time (Songs, Story, Weather)
10:50 Prepare to go outdoors
11:00 Walk to Outdoor Classroom
11:05-11:45 Outdoor Classroom
11:45 Goodbye/Dismissal

December-March

Indoor Classroom

8:30-8:45 Welcome/Arrival
8:45 Morning Meeting
8:50-10:00 Free Choice
10:00-10:05 Clean-Up
10:05-10:15 Prepare for Snack
10:15-10:30 Snack
10:35 Circle Time
10:50 Prepare to go outdoors
11:00-11:45 Outdoor Classroom
11:45 Goodbye/Dismissal

A weekly lesson plan, including snacks and art projects, is posted outside the door of the little room and outside next to the gate of the outdoor classroom. Parents often use the information in the schedule to help prepare their children for the day or to start conversations with their child after preschool. The schedule is subject to change without notice.

Sign-In/Sign-Out

A sign-in/sign-out system helps to maintain a secure environment for children and staff. It also provides a way to contact visitors if needed during an emergency.

Adventures Preschool uses the Playground software program to track the sign-in and sign-out times. Parents, or those who are authorized by the parents, sign-in and sign-out children each morning. The Playground program lists the time in/out and the parent/person dropping off and picking up. In addition, staff keep an attendance log for each day which marks each child present or absent.

A clipboard on the teacher shelf is used to record visitors to the preschool classrooms. Information gathered includes: name, time in/out, reason for visit and contact information.

In the case of a child's absence, staff will contact parent/guardian by 9:30(either text or phone call) if there has been no communication from the parent/guardian.

Arrival and Dismissal at Preschool

Before Preschool

- **School closings** If it is announced that the Ames Public Schools are closed or delayed due to severe weather, Adventures Preschool will also close. Adventures Preschool WILL NOT be announced. If you are unsure, you can call, text or email Jill. Note: You are always encouraged to use your own judgment regarding road conditions; you may choose not to come to preschool or to leave early even if school is not closed.
- **Please call preschool if your child will be absent or late.** We (teachers and children) wonder and worry about children who are absent. You can leave a message on the answering machine if we have not arrived yet.
- **Dress for comfort and active play (children and parent helpers).** Things sometimes get messy (e.g., paint, juice, glue, sand, mud). Often there are opportunities for climbing, crawling, etc. Children are trying to be independent in the bathroom. It may be distressful if special clothes get dirty, clothing restricts play, or clothing is too difficult to manage alone.
- **Dress for the weather.** In the fall and spring, it can be warm outside, so dress accordingly. In the winter dressing in layers may be most comfortable. Please send mittens, boots, snow pants and coats or snowsuit when winter arrives. Remember that children are working on being

independent; you can help by practicing at home and supplying them with somewhat roomy outerwear. LABEL ALL BELONGINGS.

- **Change of clothing.** Please bring a change of clothing for your child (including socks and underwear) and place in the box labeled with their name above their locker in the coatroom. Please label clothing with the child's name and be sure to show the clothing to your child so they will recognize it if they ever need to use it. We've had children get upset because they think they are wearing someone else's clothing. Also, please exchange the clothing in the box as the seasons change.

Parking

- **Remember the parking lot is one-way.** Enter from Hayward Avenue and exit onto Lincoln Way.
- **Park only in the parking spaces facing the church.** This prevents children from having to cross the busy parking lot. Parking spaces facing the ravine(south) have been rented out to ISU students.
- **We are not allowed to park in the upper parking lot!** CUMC/WF has rented out ALL parking spaces and we are required to park in the lower parking lot
- **Keep your children with you in the parking lot and on the stairs.** Watch for unaccompanied children and direct them to their parent/driver. Do not open the outside door for unaccompanied children. Please close the outside door and hall door (at the top of the stairs).

Arrival

- **Bring a backpack.** Often children will have artwork, leftover snacks, notes, etc., to bring home. Don't forget to check your child's backpack regularly—those snacks don't look too appetizing after a few days!
- **Remind children to walk down the hallway and to stay with you.** It is tempting to run but easy to slip and fall. If you need to, you can say "Jill says you must walk in the hallway."
- **Please try to arrive between 8:30 and 8:45a.m.** When children arrive too early, the teachers lose important preparation time. When children arrive too late, the children miss some of their valuable preschool time.
- **Help your child with the routine.** Assist your child in hanging up his/her coat, backpack, etc, using bathroom, washing hands, etc.
- **Check the bulletin board and whiteboard for current information.**
- **On your volunteer date,** please arrive by 8:30 a.m. and check for your responsibilities. The teachers will explain your duties and answer questions.
- **Children will be greeted by a teacher each day.** This gives the teachers the chance to say good morning or hello to each child.

Saying Goodbye to Your Child

- **A good morning at preschool begins long before you and your child arrive.** Try to establish morning routines at home that are not rushed. Try to make sure that your child has enough sleep and eats breakfast. Let the teachers know if something happened during the night or in the morning that was distressful. Sometimes children need extra support on those days.
- **Establish routines at preschool, beginning with hanging up backpacks, putting on name tags and moving the name magnet.** Encourage your child to do as much as they can for themselves. If your child is still working on being independent or consistent in the bathroom, please take your child to the bathroom before coming into the Little Room.
- **Separation Anxiety:** If your child has anxiety about separating from you, we can work together to ease the transition. Begin to notice the things that your child likes best. These things may be comforting to him/her when you are leaving. Sensory play things are often good choices (e.g., sensory table, play dough). Talk to your child about what you will do and then stick with that plan. For example, "We will read one book together each morning before I leave." This will help your child know what to expect from you. Remind your child that you will return at the end of the morning ("I will come and get you from the playground today."). and give them the message that they can do it. Once you have said goodbye, leave. Let the teachers know if you need help. Sometimes children cry and cling to parents. We will help by gently talking to your child and trying to distract them with activities after you say

goodbye. At this stage, it is common for children to be upset at your departure; however, they usually stop crying before you get to the end of the hallway. Please refrain from coming back and peeking in—your child will probably see you. This may encourage them to watch the door for you or even to run down the hall in search of you. If your child does not stop crying, we will call you to let you know. We will brainstorm solutions if needed. You are always welcome to call us if you are wondering how your child is doing.

- **Always say goodbye.** Be sure you have your child's attention when you tell them you are leaving. Children with separation anxiety will have difficulty developing trust if you sneak out while they are playing; they will not want to take their eyes off you next time. It is better to comfort their distress today than to try to rebuild trust tomorrow. Even children who are comfortable at preschool often like to say goodbye and get a hug.

Dismissal

Say goodbye to one of the teachers when you leave. This is a safety measure and helps us keep track of children.

- **If someone else will pick up for you:**
 - Make sure they are on the pick-up permission form
 - Tell one of the teachers in the morning at drop-off time
 - Remind the person who is picking up to say goodbye
 - If it is the first time they are picking up your child, a photo id is required to be shown before we will release your child.

Parents with custody issues are asked to inform teachers of potential problems relevant to preschool. Parents are reminded that Iowa law protects a parent's unlimited access to their child unless parental contact is prohibited by a court order. If such a court order exists, a copy must be retained in the child's file.

Health and Safety Policies

Transportation

Daily transportation of a child to and from preschool is the sole responsibility of that child's parent. Parents may arrange carpools by talking with other interested parents.

Snacks

Children are provided with a snack and water during preschool hours. Children and adults wash hands prior to handing food. Children will use their own water bottles during snack. Water bottles are washed everyday. Children may drink water at any time. Food is stored in plastic containers and/or in refrigerator.

No nuts (or nut products) are allowed in snacks or treats due to possible allergy issues. If your child has a food sensitivity or allergy, please inform the teachers immediately.

All dishes used during snack are washed in a dishwasher at CUMC/WF.

Health Records

Upon admission, parents are required to provide their child's immunization certificate and a copy of their child's most recent physical examination. The exam must have been done within 12 months of the start of enrollment. Children must have a physical exam every 12 months and provide a new physical exam report at that time. Please request a physical form be completed at the time of your child's appointment. We follow the same immunization schedule as the state of Iowa. We accept valid Certificate of Immunization Exemption (religious or medical) and Provisional Certificate of Immunization. Immunization certificates and Immunization Exemption certificates are provided by the physician.

Student Records

Student records are reviewed annually and updated as necessary to ensure best practice standards are kept.

Health Care Provider Information

Upon admission, parents are required to complete the Emergency Medical Information and Consent Form. In doing so, parents identify their child's physician, dentist and hospital to be used in the case of an emergency. In completing the form, the parents also give consent for the teachers to obtain emergency care as needed. A copy of the Emergency Medical Information and Consent Form is taken along on field trips and the original kept in the child's file in the classroom.

Allergies

No nuts are allowed in the classroom in any form (including peanut butter). Parents of children with allergies should inform teachers.

Medications

Unless medications are required due to a life-threatening allergy, no medications are stored or administered at preschool.

Illness

We follow guidelines established by the Iowa Department of Health and Human Services for common childhood diseases and exclusions. A child will be temporarily excluded from an education or child care setting when the child's illness causes one or more of the following:

- prevents the child from participating comfortably in activities
- a need for care that is greater than the staff can provide without compromising the health and safety of other children.
- an acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash.

In addition Adventures Preschool requires children to miss preschool if they have:

- Fever above 101
- One or more incidents of vomiting or diarrhea
- Untreated Strep Throat (child may return after 24 hours on antibiotics)
- Chicken Pox that are not scabbed
- Whooping Cough
- Extreme coughing or wheezing
- Head Lice until after 1st treatment
- Visible Impetigo
- Covid-19
- Measles
- Mumps
- Influenza

A child must be fever-free and symptom-free for 24 hours before returning to preschool

Please talk to Jill or Jamie if you have questions about specific illnesses.

Infectious Disease Control

Teachers are trained in universal precautions (infectious disease control). The teachers will use gloves when treating children with blood or body fluids and will use proper disposal and cleanup procedures. If a child contracts a contagious illness, parents are asked to inform the teachers. Teachers will post information on the whiteboard regarding children's possible exposure to a contagious illness at preschool. All adults and children will use proper handwashing procedures. Adults and children will wash their hands upon arrival, before food preparation, before eating, after using the toilet, and after helping to feed the fish. Children will be asked to wash their hands if they put their fingers in their mouths or noses. Adults will remind children to use a tissue if they need to blow their nose.

Handwashing Procedures for Children and Adults

- Wet hands under the stream of water
- Pump one squirt of soap into the palm of the hand
- Make bubbles on hands by rubbing the soap on the fronts and backs of hands and between fingers
- Rinse all the bubbles off hands using running water
- Dry off their hands with a length of paper towel provided by three pulls on the handle of the dispenser.

Injury

If a child is injured at preschool, the teachers will inform the child's parents immediately. (If the injury is very minor, the parents will be notified at the end of the morning.) Emergency care will be initiated if needed. A written report will be made. One copy of the report will be placed in the child's file and another copy given to the parent.

The teachers maintain first aid and CPR certifications. A first aid kit is located in the cupboard under the black shelf. Another kit is located in a backpack in the kitchenette and is taken on field trips and to the outdoor classroom.

Biting

Biting is a very common behavior among young children, especially those ages 0-3 years. Biting is a form of communication, as biting is almost always a response to the child's needs not being met or coping with a challenge or stress. Understanding the developmental stages of the children and their individual needs can prevent biting behaviors.

When a child bites we will:

- Ensure all children are safe.
- Focus on the child who was bitten and show concern and support for that child.
- Administer first aid immediately by washing the area with soap and water. If necessary an ice pack will be applied as well as a bandage for an open wound.
- Talk with the child who bit about the different strategies s/he can use the next time rather than biting.
- Relay a confidential injury report to the parents of the bitten child as well as the parents of the biting child. Children will not be identified on the injury report. A copy of the injury report will be kept in the child's file at preschool.

Smoking and Intoxication

Smoking is not allowed in or near the indoor or outdoor classroom. Intoxication is not allowed. Anyone who is intoxicated will be asked to leave the classroom area immediately. If the person is unwilling to leave, a teacher will call the police. If a parent appears to be intoxicated at pick-up time, a teacher will talk with the parent; the other teacher and volunteers will take the children into the classroom. The intoxicated parent will be strongly encouraged to allow another designated person to transport his/her child and/or to allow the teacher to call a friend or relative to assist the parent. The law does not allow the teachers to prevent an intoxicated parent from taking their own child. If a parent insists on transporting the child, staff will call 9-1-1 and report the incident to the Iowa Department of Human Services.

Unauthorized Access to Children

Children are supervised in the classroom and hallways by teachers and classroom volunteers who have been cleared through a background check and fingerprinting process. CUMC/WF has installed security systems which include: security cameras in hallways on the 1st floor, south hallway of the 2nd floor and near the student lounge at the north end of the 2nd floor and secure, locked doors at all building entrances and the doors at the top of stairs to 2nd floor. The south door is the main preschool entrance and the door is locked 24 hours a day except from 8:30-9:00 Monday-Friday for preschool drop-off. The west (main entrance to church) door is unlocked 8:00AM-10:00PM every day, but all other doors and hallways are locked. You will not be able to access the preschool classrooms from the west entrance.

Strangulation Prevention

Young children have been injured and died from unintentional strangulation. Eliminating strangulation hazards helps keep young children safe. Our classroom shades have cords that are held tight with a tension device installed into the wall. Lanyards are not used in our classrooms by adults or children.

Parents will be asked to remove hood and neck strings from all children's clothing upon arrival in the classroom. Pacifiers attached to strings/ribbons will not be used.

Ties, scarves, necklaces and boas are not used by children under the age of 3 unless directly supervised. Dramatic play items do not have long straps.

Outdoor Classroom Equipment Stability and Fall Surfacing & Inspection

Outdoor equipment is professionally installed according to manufacturer's instructions. Inspections, maintenance, adequate fall surfacing along with active supervision helps to ensure the safety of outdoor classroom equipment.

All staff are trained in the procedure of completing weekly inspection of outdoor equipment and outdoor classroom safety policies during orientation. Staff are trained on the following:

- Securing outdoor classroom gates with carabiner

- Placement of attendance clip board with QR code for parents/guardians to sign-out
- Where to find first aid items, emergency contacts, tissues, plastic bags for trash, extra hats and gloves
- Position self away from other staff to maintain supervision of entire outdoor classroom space
- How to let other staff and parent volunteers know when a child or children needs to go inside to use the bathroom
- Where to file weekly inspection checklist and who to notify if there are identified hazards
- Safety when crossing alley/parking lot to access the outdoor classroom

The equipment chair completes the monthly outdoor classroom checklist and staff complete a weekly outdoor classroom checklist.

The monthly checklist addresses these areas:

- When children are present the outdoor classroom is securely fenced and gate latches are locked and opened only by adults
- Wood furniture is smooth and splinter-free
- There is enough surfacing under the slide and climbing structures
- No objects or obstructions are on or around equipment where children may fall
- There are no frayed cords, worn ropes or chains that may pinch
- No broken glass or debris is present
- Teachers remind children to stay clear of the end of the slide
- Screws, nuts and bolts are securely fastened

The weekly checklist addresses these areas:

- Checking equipment for missing or broken parts, protrusion of nuts and bolts, rust, chipping or peeling paint, sharp edges, splinters and/or rough surfaces, visible cracks, stability of handholds, wear and deterioration and stability of non-anchored large play equipment (picnic table, stumps).
- Checking outdoor classroom area for safety hazards, trash, discarded cigarettes, stinging insect nests and packed surfacing at end of slide and around horizontal ladder

Staff and equipment chair will note any areas of concern on the checklist and also tell the Director/Lead Teacher. Equipment chair and Director/Lead Teacher will make a plan to address areas of concern.

Current climbing structure was professionally installed according to directions from the manufacturer.

Adequate fall surfacing is checked every month and fluffed up and moved as necessary. Engineered wood fiber is purchased during summer months as needed.

Emergency Procedures for Specific Events

Power Failure

No power at CUMCWF before preschool opens

If CUMC/WF loses power before preschool opens, church staff will contact the preschool director to notify of the situation. The preschool director and assistant teacher will notify families via email and phone calls.

Power Failure during preschool hours (8:45AM-11:45AM)

CUMC/WF main office and building superintendent will be notified in event of power failure. The City of Ames will be notified. Due to the number of windows in our classroom, power failure may not require evacuation of classrooms. If power failure disrupts normal preschool routine (not able to prepare snack or not enough natural light in classrooms), preschool will be canceled. The preschool director and preschool board president will notify parents via email and phone calls.

Utilities Emergency

Water

If there is no water at CUMC/WF due to a water main break, emergency maintenance by the City of Ames, or a natural disaster such as flooding, preschool will be canceled. If the water shutoff occurs during preschool hours, the director and preschool board president will call parents for immediate pick-up of children

Boiler Malfunction

If the boiler is not operating properly and the preschool classrooms are too cold, preschool will be canceled. If the director is notified before preschool that there is no heat in the preschool classrooms, parents will be notified via email and phone calls. If a decision is made to dismiss preschool early due to a malfunction of the boiler, the director and preschool board president will contact parents via phone calls.

Gas Leak

If gas is detected or Adventures or CUMC/WF staff are notified about a gas leak, we will evacuate classrooms and building. Do not turn any electrical switches on or off. Do not use any telephones (landline or cell) or anything that could cause a spark while in the building. The initial evacuation site will be The Annex at 159 Sheldon Ave. Using a daily attendance sheet, we will verify that all children are in attendance. CUMC/WF staff will report a gas leak or the smell of gas by notifying 911 and the gas company. Parents will be notified about evacuation and our location for pick-up of children. If parents cannot be reached, emergency contacts will be called.

Severe Weather Emergency

Blizzards, Ice, Fog

If Ames Community Schools delay or cancel school due to severe weather, Adventures Preschool will also close. Parents are encouraged to watch local TV stations to check for Ames Community Schools delay or cancellation notices. If preschool is already in session and we need to dismiss due to deteriorating weather conditions, parents will be contacted by the preschool director and the preschool board president and/or preschool board vice-president.

Occasionally, Adventures Preschool may choose to close preschool even if Ames Community Schools do not delay or cancel due to inclement weather. If this occurs, parents will be notified via email and phone calls. The director and assistant teacher will call parents. The director and assistant teacher have copies of parent contact numbers and emails in case school closes.

If preschool closes early and parents cannot be reached via phone, emergency contacts will be called. Parents are always encouraged to use their own judgment regarding weather and road conditions. Parents may choose not to come to preschool or to leave early even if preschool is not closed.

Tornado Warning or High Wind Warning If notified by NWS via weather radio or sirens operated by the City of Ames, we will evacuate to Room 44 in the basement of CUMC/WF. We will remain in Room 44 until the warning has expired. If the building sustains damage we will remain in Room 44 until notified by church staff and building superintendent that it is safe to leave Room 44. If necessary, we will evacuate the building and walk either to the playground or The Annex at 159 Sheldon Ave. Parents will be contacted and notified of our location. Copies of children's emergency contact forms are located in the first aid/emergency backpack that we take when we leave the classroom.

Flooding Due to our location in the building (2nd floor) and the location of CUMC/WF, flooding would most likely not directly affect the building. However, areas in Ames, including major streets across town, have flooded in recent years. If Ames Community Schools cancel due to flooding, Adventures Preschool will also be canceled.

Extreme Heat Adventures Preschool classrooms are air-conditioned and it is unlikely extreme heat will cause preschool to close. In the case of extreme heat, outdoor classroom time will be canceled or shortened.

Earthquake

During shaking, we will reassure children and stay calm. If indoors take cover under tables. Cover head and neck and help cover young children. We will stay away from walls with windows and watch for falling debris. If outdoors, we will stay. Move away from the building and avoid being under trees, near fences, power poles and under overhead wires. After the shaking stops, evacuate the building with a first aid/emergency backpack. Do not turn any electrical switches on or off. Verify all children and adults are accounted for using name-to-face counting and monthly attendance sheets.

If CUMC/WF has sustained structural damage, preschool will be canceled and parents called for immediate pick-up. If there is no structural damage at CUMC/WF and the building superintendent okays our return, we will return to the classrooms and resume our normal schedule.

Emergency Events

Fire

If smoke detectors in either preschool classrooms are activated or we are notified by CUMC/WF staff or building superintendent of smoke or fire in another part of the building, the director, assistant teacher, parent volunteers and children will immediately evacuate the classrooms. The director/lead teacher will take the first aid/emergency backpack, monthly attendance sheet and cell phone. Primary evacuation route is the south

hallway/stairs. If the south hallway/stairs is not safe, the north hallway/stairs will be used as an evacuation route. The initial evacuation site is the playground, located west of CUMC/WF.

When all staff, parent volunteers and children arrive on the playground, children will be accounted for using the monthly attendance sheet. The director will call 911, and the assistant teacher will notify CUMC/WF staff office of the emergency. If instructed by the Ames Fire Department, we will evacuate to our in-neighborhood evacuation site at The Annex, 159 Sheldon Ave. At that time, parents will be called to immediately pick up children at The Annex. If the Ames Fire Department allows the children to remain on the playground, parents will be notified for immediate pick-up of children.

Chemical Spills Environmental or Outdoor

Upon notification from the City of Ames or CUMC/WF staff or if adults notice an unusual odor while outdoors, we will return to the classroom. All doors and windows will be immediately closed. Situation will be monitored until dismissal time, calling parents for early pick-up if necessary.

Indoor Chemical Spill

If notified by CUMC/WF staff or building superintendent that evacuation is necessary, we will walk to our in-neighborhood evacuation site, The Annex, 159 Sheldon Ave. The director will bring the first-aid/emergency backpack and cell phone. Once at The Annex, parents will be notified by the director and preschool board president for immediate pick-up.

Bomb Threat

If a teacher or parent volunteer receives a bomb threat or locates a suspicious package, we will evacuate the classrooms and building. DO NOT ATTEMPT TO MOVE A SUSPICIOUS PACKAGE. Upon arrival at the in-neighborhood evacuation site, The Annex, director will call CUMC/WF staff and 911. If we are unable to re-enter the building in a timely manner, preschool will be canceled and parents will be notified.

Disgruntled Parent

Try to guide the parent to a private location or area in the building. The other classrooms on the 2nd floor of CUMC/WF are not used during the week and can be used to talk to the parent. Listen calmly to the parent's concerns without promising anything that does not follow preschool policy and procedures. If the parent becomes more upset, be prepared to call 911.

Impaired Parent

Offer to call the other parent or another parent authorized to pick up the child. If the parent refuses to allow another person to pick up the child, you cannot prevent the parent from taking the child. Call 911. Report the vehicle make, model and license plate as best as possible. The assistant teacher and parent volunteers will continue to supervise and engage other children in the class.

Violent Intruder

Call 911. Remain calm and be polite. Try to keep the intruder away from as many children and adults as possible. If the intruder goes into a room with children, try to draw him/her into the least utilized area of the room. While the director is engaging the intruder, the assistant teacher and parent volunteers should evacuate the children if it is safe. The assistant teacher and parent volunteer should walk with the children to CUMC/WF Room 44. Due to the arrangement of our classrooms, the assistant teacher and parent volunteers should be able to move the children out of one of the classroom doors and into either the south or north hallway and down the stairs. No one should physically restrain or block the intruder's movement. If the intruder chooses to leave the building, allow them to exit. Note the direction the intruder leaves the building. Once Ames Police arrive they will assume charge of the situation. If the decision is made to evacuate, gather children and first aid/emergency backpack and walk to The Annex at 159 Sheldon Ave. The director and preschool board president will contact parents to notify them of our location for immediate pick-up.

Active Shooter

Use ALICE when responding to an active shooter situation.

Alert - Inform assistant teacher, parent volunteers, CUMC/WF office staff and building superintendent when you recognize signs of danger.

Lockdown - If evacuation out of the building is not an option, we will implement the lockdown procedures. If we are unable to move to Room 211, the middle school/high school youth room, we will

move to the Big Room, along the wall, away from the classroom door. Doors will be locked and lights turned off. Try to keep everyone as quiet as possible and do not open the door. If possible, put items in front of the door to create a semi-secure barrier.

Inform - Call 911. Stay on the phone with the dispatcher as long as it is safe to do so, even if you cannot talk to the dispatcher. Do not hang up.

Counter - This is a strategy of last resort when you are in the same area as the shooter. Actions that create noise, movement, distance and distraction to potentially reduce the shooter's ability to shoot accurately.

Evacuate-When it is safe to do so, evacuate the building and proceed to The Annex, 159 Sheldon Ave. Law enforcement will assume charge of the situation. Notify parents via phone of situation and location of preschool children. Emergency contacts will be called if the director is not able to talk to parents.

Missing Child

Anytime a child is unaccounted for the preschool classrooms, big and little rooms, coatroom and 2nd floor bathrooms will be searched. If the child is not found in any of these rooms, staff(director or teacher) will call the CUMC/WF main office and ask CUMC/WF staff to search the 1st floor and access security camera footage. Adventures Preschool staff will first call 9-1-1 to provide information and then call the child's parents. One staff member will continue to search for the child. The assistant teacher and any parent volunteers will supervise preschool children in the classrooms. Staff will provide information to Ames Police upon arrival. Completing an incident form and contacting our HHS consultant will occur that day. A copy of the incident form will be given to the family and a copy will be placed in the child's file at Adventures Preschool.

Adventures Preschool uses the following preventative measures: ask children to wear blue Adventures Preschool t-shirts on field trips and active supervision including counting children using name-to-face often during preschool hours.

The assistant teacher will perform a search of the area in which we are leaving(classrooms, vehicle/bus, outdoor classroom, field trip location)to be sure no child is overlooked.

Serious Injury or Illness

Follow first aid procedures. Call 911 if appropriate. For an injured or ill child, call the child's parents. For an injured or ill teacher, call the person's emergency contact. If the child must go to the hospital by ambulance and the child's parent has not arrived, determine if the director or assistant teacher will accompany the child when being transported. If the illness or injury does not require immediate medical attention but requires doctor's care, determine who will provide first aid until parents or emergency contact arrives. Document treatments and any action that took place based on the injury or illness. Provide a copy of the child injury/incident form for the parent. Contact HHS child care consultant to report serious injury or illness that occurred at preschool.

Parental Access and Communication

Access

Parent involvement is the key to the success of a cooperative preschool. Parents are welcome to visit Adventures Preschool at any time, without notice. If you would like to observe your child, we ask that you come into the room. If your child sees you in the hall or peeking through the doorway, they may want to leave the classroom. Or they may stop participating so they can watch for your return. We also ask that you remember that your behavior sends a message to your child. If you are reluctant to leave the classroom, your child may feel that the classroom is unsafe or that you think they are not capable.

Communication

Parents are encouraged to contact teachers with relevant information, concerns or questions and to do so in a timely manner. Because teachers need to remain attentive to children, be accessible to other parents, and prepare adequately for the day's activities, parents should consider how much time they need from a teacher and the degree of privacy they prefer. For brief conversations, parents are welcome to talk to teachers before or after preschool. When more time or privacy is needed, parents are asked to make an appointment with a teacher or talk to a teacher by phone. Parents have the right to view their own child's written records at any

time. Each child's records are confidential and will not be shared with another party without parental permission.

Lockers

Lockers are located in the hallway outside the little room and in the hallway outside the big room. Each child has a locker, labeled with their name and picture. Children may share a locker with a child attending the opposite day she/he attends Adventures. Children are encouraged to use their locker to store anything that will be taken home that day. Teachers put notes and announcements for parents in the lockers and should be checked daily.

Postings and daily announcements

Please check the bulletin board and whiteboard for daily announcements. Upcoming events, volunteer calendar, permission forms and other information may be posted there. A weekly schedule is posted by the door to the Little Room.

Class lists, lockers and bulletin boards are for preschool use only. Information not related to preschool may not be distributed in the cubbies or posted on the bulletin board. Please consult the teachers before using the lockers or bulletin board.

Information for local events and programs geared towards preschool-age children and families can be posted on the bulletin board or distributed via lockers. The information may be posted only if: 1) it is for preschool-aged children and their families and 2) is it approved for distribution by the teachers. This information and/or organizations are not endorsed by the preschool in any way.

Newsletter

The teaching staff prepares a monthly newsletter for preschool parents. The newsletter is distributed via email.

Social Media

Adventures Preschool has a private parent group on Facebook (Adventures Preschool Parents), so we can utilize social media to connect and inform parents outside of the preschool day. This connection may offer online access to preschool information, class contacts, important dates, newsletters, preschool recipes, candid photos from the classroom and daily updates from the whiteboard posted outside the classroom. The wall may be used by parents to participate in community-building activities such as play dates, to swap volunteer days, to ask questions or to post positive comments. All posts must be respectful and constructive. Any posts or comments deemed inappropriate will be removed by the admins. Egregious or repeat offenders may be removed from the group. Classroom volunteers may take photos of the children during the class day and post in our private group only. At no time should photos that are posted in the Adventures Preschool Parent group be copied/posted/shared on your own wall or tagged with anyone's name. This is to protect the safety and privacy of other people's children. Adventures may take photos of approved children to use on our public page and our website for marketing purposes and will adhere to the permissions that have been granted on a per child basis. Each year families not returning will be removed from the group, so at all times the members will be limited to current Adventures families. Only parent and authorized classroom volunteers are invited to join the group. Extended family and friends are not allowed to join the group for privacy purposes. People outside the Adventures Preschool Parent page will NOT be able to see posts or comments on the wall of this group, even if they are your friends. It is a private group and only members have access to this page. All parents and authorized classroom volunteers will be required to sign the Facebook Policy upon enrollment at Adventures.

Other Information

Picture Book

The pictures taken at home visits along with a child interview are placed in a small photo album. Children will take turns bringing this picture book home throughout the school year. Please read and enjoy it and return it on the next preschool day. This book helps families learn names and become acquainted.

Birthdays at Preschool

We may celebrate birthdays or ½ birthdays during preschool by singing happy birthday to the child. The preschool child is always asked before the group sings happy birthday. Not all children like the attention of the entire group singing and some children may decline the group singing happy birthday. We do not allow

food/treats to celebrate birthdays at preschool. Children may hand out small gift(stickers, crayon, paper, etc) but are not required or expected.

Cubbies may not be used to distribute invitations for birthday parties, **unless** all preschool children are being invited.

Safe Sleep

Adventures Preschool does not offer programming to children under the age of 3 and our program does not offer full-day care where naps are required.

Record Checks

The Adventures Preschool Parent Advisory Board requires that a criminal background and child abuse and dependent adult abuse check be completed on volunteer (parent, grandparent, etc)who will be volunteering in the classroom. Each volunteer must complete the Request for Non-Law Enforcement Record check form and return the form to preschool. Families will receive the form(s) during orientation. The background checks are valid for two years. Families will be assessed a \$15 fee per background check completed during the preschool year.

Mandatory Reporting of Child Abuse

Section 232.69 of the Iowa Code requires that every employee of a licensed daycare or preschool facility, who in the course of employment reasonably believes a child has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of Human Services.

Preschool parent volunteers are mandatory reporters during the time that they are working in the classroom. The Iowa Department of Human Services requires that any parent (or other adult) who will be teaching more than two times in a year be informed of their responsibilities as mandatory reporters. Parents are informed of their responsibilities in writing at the time of enrollment.

Section 232.70 of the Iowa Code requires that each report made by a mandatory reporter, as defined in Section 232.69, shall be made both orally and in writing. The oral report must be made by telephone or otherwise to the Department of Human Services within 24 hours of becoming aware of suspected abuse. If the person making the report has reason to believe that immediate protection for the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency. The written report must be made to the Department of Human Services within forty-eight hours after the oral report.

By law, the oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

- the names and home address of the child and his parents or other persons believed to be responsible for his care;
- the child's present whereabouts if not the same as the parents' or other person's home address;
- the child's age;
- the nature and extent of the child's injuries, including any evidence of previous injuries;
- the name, age, and condition of other children in the same home;
- any other information which the person making the report believes might be helpful in establishing the cause of injury to the child, the identity of the person or persons responsible for the injury, or in providing assistance to the child;
- the name and address of the person making the report.

To report child abuse anytime, day or night, call toll-free:

1-800-362-2718

Legal sanctions for failure to report are as follows: Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor. Any mandatory reporter who knowingly fails to report is civilly liable for the damages approximately caused by such failure (Legal Reference 232.75). Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations. (Legal Reference 232.73).

Further information regarding mandatory reporting can be found in the DHS Handbook for Mandatory Reporters (copy on file at the Preschool) or at www.dhs.state.ia.us/reportingchildabuse.asp.

Goals for preschoolers

Social-Emotional Goals

- Shows ability to adjust to new situations
- Demonstrates appropriate trust in adults
- Recognizes own feelings and manages them appropriately
- Stands up for self
- Demonstrates self-direction and independence
- Takes responsibility for own well-being
- Respects and cares for classroom environment and materials
- Follows classroom rules
- Follows classroom routines
- Plays well with other children
- Recognizes the feelings of others and responds appropriately
- Shares and respects the rights of others
- Uses thinking skills to resolve conflicts

Physical Development

Gross Motor

- Demonstrates basic locomotor skills (running, jumping, hopping, galloping)
- Shows balance while moving
- Climbs up and down
- Pedals and steers a tricycle
- Demonstrates throwing, kicking and catching skills

Fine Motor

- Controls small muscles in hands
- Coordinates eye-hand movement
- Uses tools for drawing and writing

Cognitive Development

- Visually discriminates between colors
- Observes objects and events with curiosity
- Approaches problems flexibly
- Able to recognize own name
- Shows persistence in approaching tasks
- Explores cause and effect
- Classifies objects
- Arranges objects in a series
- Recognizes patterns and can repeat them
- Shows awareness of time concepts and sequence
- Shows awareness of positions in space
- Uses one-to-one correspondence
- Uses numbers and counting
 - Counts orally to 20 (4-year-olds)
 - Counts 10-20 objects and knows the last number stated is the number of objects (4-year-olds)
 - Tells more, less, or same when looking at objects (4-year-olds)
- Takes on pretend roles and situations
- Makes believe with objects

Self-Help Goals

- Able to pass snack and cleans-up snack spot
- Takes responsibility for possessions

- Participates in cleaning up materials
- Able to use the bathroom independently
- Recognizes or knows own birthdate
- Beginning to learn home address
- Knows first and last name

Language Development

Listening and Speaking

- Hears and discriminates the sounds of language (rhyming, syllables)
- Names the sounds of 10-20 letters (4-year-olds)
- Expresses self using words and expanded sentences
- Understands and follows oral directions
- Answers questions
- Actively participates in conversations
- Reading and Writing
- Enjoys and values reading
- Demonstrates understanding of print concepts
- Demonstrates knowledge of alphabet
 - o Identifies 11-20 lower and upper-case letters (4-year-olds)
- Use emerging reading skills to make meaning from print
- Comprehends and interprets meaning from books and other texts
- Understands the purpose of writing
- Writes letters and words (4-year-olds)