

## **COVENANT KIDS PARENT HANDBOOK WELCOME!**

Welcome to Covenant Kids preschool. It is our prayer that you and your child find this year to be a rewarding experience. We look forward to an exciting year together!

### **OUR MISSION**

Our preschool program shares a common mission with the Orange City Christian School (OCCS) K-8 program. The mission of OCCS is to provide academically sound, scripturally-directed instruction to assist parents in teaching their children to know God and His word, to develop godly character as Christ's image-bearers, and to acquire knowledge, skills, and values to fulfill their calling as His servants.

### **OUR PHILOSOPHY**

In our preschool program we hope to provide a stimulating and enriching experience for each child. Children at this age are learning all the time and they learn best by being active and involved. Using developmentally appropriate activities we will attempt to meet each child's emotional, mental, social, physical, and spiritual needs in a caring and loving classroom atmosphere. Through large and small group experiences we assist parents in nurturing their children in activities and experiences that will enable them to develop a love of learning.

### **OUR GOALS**

Our curriculum identifies goals in four areas of development.

- Social/emotional /spiritual: to help children become more aware of God's presence in our world, to learn to love God, and others, to develop a good self image, to develop independence and self-confidence, to follow rules and routines, to make friends, and learn what it means to be part of a group
- Physical: to increase large and small muscle skills through balancing, running, jumping, throwing, cutting, drawing, writing etc.
- Cognitive: to acquire thinking skills such as the ability to solve problems, ask questions, and think logically – sorting classifying, comparing, counting, and making patterns-and to use materials and their imagination to show what they have learned.
- Language: to use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words, and begin writing for a purpose.

Through the activities we plan, the materials we select, the way we organize the classroom and the way we talk with children, we seek to accomplish our curriculum goals and give your child a successful start in school.

## **BACKGROUND INFORMATION**

### **LICENSING**

Covenant Kids Preschool operates under the authority of the OCCS Board of Education and holds a license from the Department of Human Services. In addition to the OCCS school board there is a separate preschool committee set up to assist in the decision-making process of the preschool. The committee will consist of the preschool teacher, one OCCS board member, and four preschool parents/community members.

### **LOCATION**

Covenant Kids Preschool is located at 604 3<sup>rd</sup> Street SW, Orange City, Iowa 51041. The office phone number is 737-2274. The preschool room number is 737-2274 ext. 232. The school's fax number is 737-8608.

### **STAFF**

The OCCS principal is responsible for the day-to-day operations of the school, for maintaining licensing and accreditation standards, for staff supervision, and educational advisor and support for the teaching staff.

The lead teacher will have a degree or endorsement in Early Childhood Education. Classroom assistants have some early childhood education, experience working with young children, or are working on or have achieved a para professional license. Volunteers (often from area colleges) may augment the teaching staff. The staff to child ratio is three to approximately 20 children per class. All staff participates in on-going training and education, including research and trends in child development, curriculum, and teaching methods, as well as holding a license for CPR, First Aid, and Blood Borne Pathogens. Staff and regular volunteers must also file a state of Iowa criminal background check. Documentation for this is on file in the school office.

### **SCHEDULE/CALENDAR**

- The classes run four days per week, Monday – Thursday.
- The morning class runs from 8:15 – 11:15. Children may be in the class as early as 8:00 a.m.
- The afternoon class runs from 12:25-3:25. Students should arrive no earlier than 12:15.
- Students not picked up after 5 minutes of dismissal time may be picked up in the OCCS office.
- A preschool calendar will be emailed at the beginning of the school year, snack schedules will be sent home monthly, and class schedules will be sent home weekly. These are also posted on the parent bulletin board outside the preschool room.

## PARENT PARTICIPATION

At Covenant Kids we recognize the importance of the family/school/church relationship and therefore, encourage participation parent participation in the classroom and in special events. *Studies have indicated that children who have parents who are involved in their school/education do better in school.* Parents are welcome to come and visit our classroom anytime throughout the year.

**Special Events** Parents are encouraged to participate in special events – some of these are during class time and others are evening events. Some of these include Fall Open House, Parent Information Night, Winter Open House, OCCS Family Fun Night, field trips, end of the year preschool program etc. Notification of these events will be sent home on the yearly calendar, the weekly preschool sheet, and a weekly announcement from OCCS (check this for community events also). Prior to and into the beginning of each school year the teacher will schedule and make a home visit to each preschool family.

### **Parent/School Communication**

Communication between parents and staff is vital to the success your child has in school. Realizing the importance of on-going communication, we encourage you to keep us informed of any situation that may affect your child's participation in school. We will also do our best to keep you informed of your child's activity at school.

A weekly newsletter from the teacher will keep you informed of the activities and projects in your child's class. You will also find information regarding upcoming events and community information. This will be emailed to you. It will also be posted on the parent bulletin board outside our room. A monthly snack schedule will also be posted and emailed to you. OCCS also emails a weekly newsletter that often has community activities pertaining to families. It is also available at the school website. Community information will be sent home as it is provided to us.

Please feel free to contact the teacher with any questions or concerns. Her home phone number and e-mail address are listed on each weekly sheet.

If necessary, the weekly notes will be sent home in the child's home language and every effort will be made for an interpreter to translate at parent/teacher conferences.

### **Parent/Teacher Conferences....**

are scheduled during the first half of the school year and at the end of the school year. Conferences include a discussion with a teacher, a review of your child's portfolio, and a copy of the "Child Progress and Planning Report". Parents may feel free to request a conference any time throughout the year.

### **Parent Survey**

Your feedback is very important to us as we make plans to continue to enrich our program. At least once a year you will be asked to complete a survey that will give us information about the program and about future needs. We hope you will take the time to give us your honest, candid feelings.

## **ADMISSION, ENROLLMENT AND WITHDRAWAL**

1. Preschool classes will enroll in February/March for the following fall.
2. Students must be 4 by September 15 of the year they enroll. Students should be toilet trained.
3. All forms in the registration packet must be completed and turned in to the OCCS office prior to the start date of the school year. The registration fee is \$30 and is collected the evening of registration. Tuition costs for 2022-23 is \$2,100. Tuition statements are emailed home around the 10<sup>th</sup> of the month and families have until the end of the month to make their payment.
4. Enrollment is taken on a first come first served basis. The maximum number of students per session will not exceed 25 students. Covenant Kids does not discriminate on the basis of race, ethnicity, gender, national origin, religious affiliation, or disability.
5. A non-refundable registration fee will be paid at registration.
6. A waiting list is kept and openings are filled from that list in the order they appear.
7. Those wishing to register after general registration should call the OCCS office at 737-2274.
8. Tuition information will be presented at registration or may be obtained from the OCCS office by calling 737-2274.
9. Parents have the right to withdraw their child from the program at any time. Two weeks notice is requested of an anticipated withdrawal. A conference with the teacher is also recommended prior to withdrawal. If, after reasonable attempts have been made to accommodate the child's individual needs, any child who demonstrates the inability to benefit from the program, or whose actions are detrimental to the group, will be dismissed. When in the best interest of the child or the group, a child is dismissed the staff will assist the family in finding another program, and will make referrals to other facilities or agencies.
10. If a child is to be absent, the parent is to call the OCCS office or notify the teacher.
11. For long term unexcused absences, Covenant Kids reserves the right to terminate the child's attendance in the program.
12. Orientation  
An open house for families seeking enrollment information is held in February/March each year. Ads for this are placed in local newspapers, signs are posted on a variety of business bulletin boards in the community (grocery stores, library, banks etc. with the school number and the teacher's home number given so questions can be answered. Parents and children are invited to the open house. The teaching staff, the school principal, and some parents who currently have children in preschool (often members of the preschool board) are in attendance to answer questions. Information on accessing the preschool handbook on line as

well as some hard copies of the handbook, the schedule, and information about curriculum and assessment are provided as handouts at that open house.

Registration occurs the following week. This is done purposely so that if prospective parents have questions, they can contact the school or the teacher prior to registration. The teacher is in the preschool room to answer any questions that might arise or to meet parents who were not able to come to the open house the week before.

Orientation occurs once families are registered through a summer e-mail that is sent home (or mailed if the parents indicate that preference) as well as during a home visit by the teacher which occurs in the month or two before preschool begins in early September. A Back-to-School Night is held in late August, about two weeks before school begins, and orientation also occurs during that evening.

## **HEALTH AND SAFETY**

### **GENERAL HEALTH AND SAFETY INFORMATION**

1. Tornado and fire drills are held monthly for each class. Evacuation routes and procedures are posted by the classroom door. The monthly record of this is posted by the room door. Emergency phone numbers are also posted in the room.
2. All staff is CPR and First Aid certified. In addition, they have taken mandatory child abuse and blood borne pathogen training. Certification is kept in the preschool employee file in the OCCS office. Each staff member is a mandatory abuse reporter.
3. A First Aid Kit will be kept and maintained in each classroom and will be taken on field trips away from school. A First Aid Kit will also be taken outside with the class.
4. The entire indoor and outdoor campus of OCCS and Covenant Kids Preschool is non-smoking and signs to that effect are posted at each entrance/exit.
5. Students are required to wash their hands upon arrival at each session. Hands will be washed before and after water play and before and after snack in addition to other times throughout the session as needed.
6. Table and bathroom cleaning schedules are posted in the preschool room and bathroom.
7. A staff member will always be present with the children. When dropping off or picking up your child, please make contact with a staff member.
8. If an injury occurs at school, an incident report will be filled out and filed in the OCCS office. Please make sure emergency notification contacts are kept current. These are kept in both the office and the preschool classroom.
10. Background check information has been done and is available in the office for each preschool employee.
11. Water in the water tables is changed daily.
12. When spending significant time outdoors sunscreen will be applied to children.
13. Universal precautions are followed when dealing with any blood or body fluids. All preschool staff has taken OSHA training.
14. As required by law, OCCS has approved policies relating to providing drug free work areas. Employees or others violating the provisions of the drug free policy must participate in a rehabilitation program or be subject to suspension, termination, or other disciplinary actions set by the board. Work areas include the buildings, school vehicles, and other areas used in connection with school activities.

15. The only cleaning substance used in the preschool room is bleach water which is changed daily.
16. Asbestos information is available in the school office.
17. State law mandates that all teachers and administrators must report to the proper authorities all instances of suspected child abuse. Also in child abuse laws are procedures for reporting child abuse by school personnel against children. In situations where there is suspected child abuse (physical or sexual), parents or others may report such suspected problems to the school Child Abuse Investigator. The purpose of an investigator is to conduct a preliminary investigation to determine if there is probably reason to believe that physical or sexual abuse may have occurred. If the investigator determines that this is a possibility; an investigation must be conducted by someone who is not a school employee. The Sioux County Sheriff's department will provide an investigator for this purpose. (Primary Investigator: Crista Smidt, Alternate Investigator: Principal)
18. Schools are required to post warning signs in their buildings for areas that may contain hazardous chemicals. We are also required to keep lists of all chemicals that we have within our guidelines on file at the principal's office. Anyone requesting information concerning these chemicals may have access to the information at the office. The areas where we have hazardous chemicals are posted with signs which indicate the type of hazard that may be found in that area.
19. A list of those approved by parents to pick up children will be kept in the preschool room. Parents are asked to alert the staff of any change in that schedule.
20. Hearing screening is conducted annually in our school by NW AEA Hearing Education/Conservation Services personnel. Following completion of the screening, you will be informed of the results.
21. Dental health information will be presented by the preschool staff with the assistance of a community dental health practitioner.
22. In case of inclement weather late starts the a.m. session will be cancelled with a normal start and dismissal time for the afternoon class. In case of an early dismissal due to weather parents will be notified by phone. Please listen to KSOU (93.9) or KDCR (88.5) FM or KTIV TV for those notifications.

## BITING POLICY

While we **hope** that biting does not occur, we also understand that biting **does** occur and it is our role as professionals to do deal with the situation in a professional manner. A child may bite for a variety of reasons: dealing with others constantly around, sharing attention and toys, too much or too little stimulation etc. Biting is not something to blame on a child, his/her parents, or teachers. When biting breaks out, the staff will take action not to blame the biter but to change the environment and help the child change his/her behavior.

If biting occurs the staff will remain calm and in control of their emotions. Frustration or anger towards the child will not be shown. Staff will calmly respond to the child, letting him/her know that biting is not okay. The following steps will also be taken:

1. The teacher will remove the child from the situation and focus caring attention on the child who was bitten.
2. Encourage the biter to help take care of the child who was bitten (hold the ice compress, give comfort).
3. The teacher will talk to the child who bit about different strategies that the child can use instead of biting.

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

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

First Aid if the bite breaks the skin

1. With gloves on clean the wound with soap and water. Run water over wound for about 5 minutes.
2. Control the bleeding.
3. Cover the wound with sterile dressing and bandage.
4. Contact the parents of both children involved and encourage them to contact a healthcare provider to determine if they should be seen.
5. Write a detailed report for both children involved in the incident.

When children bite, their parents will be informed personally and privately the same day the incident occurs. All information is confidential and the names of the children involved in the incident will not be shared between parents. In addition, biting will be documented on the standard accident report to be signed by the teacher and the parents. One copy will be given to the parents and one copy will be kept on file in the office.

The staff will also explore the reasons for biting when it occurs. Staff will work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Trigger examples could be: communication deficits, transitions, hunger, lack of sleep etc. Once triggers are identified, staff will work on prevention strategies and start teaching replacement skills.

The following are ways for the staff to begin the assessment:

1. The teacher will examine the context in which the biting is occurring and look for patterns. Some things to be considered are: was the space too crowded, were there too few toys, was there too little to do or too much waiting, was the child who bit getting attention and care at other times before the biting occurred.
2. The teacher will change the environment, routines, or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and



- frustrations in more appropriate manners, including using words.
4. The teacher will observe the child to get an idea of why/when they are likely to bite.
  5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
  6. The teacher, parent and administration will meet regularly to regulate and action plan and to measure the outcome of these changes should the biting continue.
  7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

When biting occurs here is what you can expect from the staff:

1. We will put the child's safety first and provide first aid as well as comfort, support and advice to any while who is bitten.
2. We will provide appropriate programming for children to help prevent biting.
3. We will make current information and resources on biting available to you.
4. We will provide staff with adequate knowledge and training to deal properly and effectively with biting.
5. We will take your concerns seriously and treat them with understanding and respect,
6. We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
7. We will respond to your questions, concerns and suggestions-even when our response to some suggestions may be no.
8. We will work to schedule conferences about biting with you at a time you can attend.
9. We will keep your child's identity confidential if he/she bites to avoid labeling and confrontations that may prolong the behavior.

We would like to guarantee that biting will never happen in our classroom, but we know that is not possible. We will guarantee that we will deal appropriately with biting so it will end as quickly as possible.

### **RESTROOM POLICY**

Children shall be accompanied by an adult when they need to use the restroom. Staff will assist the child, if needed, but will encourage the child to learn to assist him/herself. If the child has had an accident wetting or soiling their clothes, staff shall assist the child in changing their clothes in the restroom. Staff will put on rubber gloves, help remove the clothing, clean the child, and help put on dry/clean clothes. The soiled clothing will be put in a plastic bag and put with the child's other belongings. The parents will be notified of the soiled clothing. Staff will teach children how to wash their hands.

### **HAND WASHING**

Children and anyone else entering the preschool room are required to wash their hands immediately prior to or as soon as they reach the preschool classroom. Hand washing will be taught by the staff with assistance from Community Health Partners.

## ILLNESS

1. All required medical forms available in the registration packet must be filled in and returned before your child begins the school year. These will be kept on file in the OCCS office.
2. The school should be notified in writing of any allergy a child has and what medication is being taken.
3. Any child who attends school must be healthy and prepared to go outside. Children showing any signs of illness should be kept home until a proper diagnosis is made and treatment of the health condition is completed. Please notify the preschool at 737-2272 ext. 232 if a child will be absent from school.
  - A child must be fever free and free from vomiting or diarrhea for 24 hours before returning to school.
  - The school must be informed if the child develops a communicable disease including but not limited to “pink eye”, ring worm, or chicken pox. Notification that a communicable disease has occurred in the classroom will be posted on the bulletin board outside the preschool room.
4. School policy does not allow for the dispensing of any types of medication, prescription or non-prescription, by the teacher or assistants. If your child needs medication during the day the school office must be contacted and they must have written permission signed by the parent/guardian and doctor on file. Medication must be in the original bottle. A record of medication dispensed is kept in the office.

## **INJURY AND MEDICAL EMERGENCY PROCEDURES**

1. In the case of injury to a child at school an incident report will be filled out and kept in the office. In non-emergency instances the parents will be notified of the injury the same day it occurs either in person, by phone call, or by e-mail.
2. In case of an emergency, 911 and the parent/guardian will be called. If immediate medical treatment by a doctor is warranted, we will make every effort to have a staff person accompany the child with the ambulance. The ambulance will go to the Orange City Area Hospital. Once parents have been notified, they are then responsible for decisions as well as the cost of ambulance service and medical treatment received. All children will have an emergency medical release form on file in case of an emergency.
3. Playground equipment, the classroom environment, and classroom materials will be surveyed regularly. Materials posing a hazard will be disposed of and repairs will be reported to the OCCS Maintenance Staff.

## **SNACKS/BIRTHDAY TREATS**

Snack will be provided by the parents according to a calendar that will be emailed monthly and posted on the parent bulletin board outside the room. Healthy snacks are required and a list to aid in the planning of those is also sent home and posted. Milk, water, napkins, cups, and utensils are provided by the preschool. Only snacks purchased from stores or licensed kitchens (bakeries, delis etc.) are allowed. These snacks must be brought in store sealed boxes/containers. Hands will be washed before and after snack time. Food allergies should be listed on the child's information sheet kept in the office and the preschool classroom.

Birthdays are special times for children and will be celebrated with his or her classmates. Your child will provide the snack for the day (summer birthdays will be honored close to the end of the school year) and a take home treat may also be provided for each child. To avoid hurt feelings we encourage you to avoid handing out invitations at school for parties that will occur outside of school time unless the entire class is being invited.

## **OUTDOOR PLAY/FIELD TRIPS**

The time children spend outdoors every day is just as important to their learning as the time they spend in the classroom. Unless it is above 90 degrees or below 0 degrees, the children will spend time outdoors daily. Because of that we require that children dress appropriately for outdoor play. Items required for outdoor play include rain boots, snow boots, proper footwear, jackets, coats, mittens(preferred)/gloves, hats, snow pants or snow suits. Please make sure these items are all labeled with your child's name.

## **CLOTHING**

Children take pride in dressing and undressing themselves and may become frustrated when clothing is too difficult to manipulate. Bearing in mind that children learn these skills sequentially and as their motor development increases, there are steps parents can take to expedite the learning process.

- Provide clothing that is loose and has simple fasteners
- All removable clothing should be labeled with the child's name.
- Expect your child to get messy. Please dress him/her in clothing that can get dirty or messy. Painting, gluing, playing in sand and water etc. are all parts of their growth and development. We do provide paint shirts and smocks, but they don't protect completely.
- Please see that your child has shoes that allow them to participate safely in outdoor and gym games.
- Please keep a complete change of clothes in your child's backpack.

## **TRANSPORTATION**

Covenant Kids Preschool does not provide transportation or arrange "car pools". Class enrollment lists will be made available in August to parents to assist those wishing to form a "car pool".

## **FIELD TRIPS**

- Occasionally field trips are taken with the intent to enhance your child's learning experience. Field trips are scheduled well in advance and are coordinated with our curriculum.
- Your presence as parent chaperone is encouraged and is an asset to us to the safety of the children. If you do not wish for your child to attend a particular field trip, please notify the staff in advance.
- In most instances the preschool bears the cost of the transportation for the field trip. In certain circumstances the family is required to provide the cost of the field trip. You will be advised of costs well in advance.
- In order for your child to participate on a field trip, you must complete and return a signed permission slip before each field trip.
- Buses will be used for transportation.

## PARENTAL ACCESS

Parents are allowed unlimited access to their child, and the provider caring for their child, during the center's hours of operation or whenever their child is in the care of the provider, unless parental contact is prohibited by court order.

If the person providing transportation for a child arrives at the preschool and is incompetent of providing transportation (because of alcohol or a drug induced state), the preschool teacher or teacher assistant first calls the child's other parent (if applicable), to come and pick up the child and calls 911. If another parent is not available, the teacher contacts another person listed as the emergency contact on the registration form. This person is asked to pick up the child and, if necessary, make arrangements for the incompetent driver. Any person at the preschool who is not the director, teacher, teacher's assistant, substitute, or volunteer (who has had a record check and department approval to be involved with child care) shall not have unrestricted access to children for whom that person is not the parent, guardian, or custodian.

A sex offender who has been convicted of a sex offense against a minor, who is required to register with the Iowa sex offender registry under the provisions contained in Iowa Code chapter 692A, shall not operate, manage, be employed by, or act as a contractor or volunteer at Covenant Kids Preschool. The sex offender is not present upon the property of Covenant Kids Preschool without the written permission of the director, except for times reasonably necessary to transport the offender's own minor child to and from the preschool door. They are allowed to drop off their own minor child at the preschool door and will not linger after drop off for more than five minutes. They are allowed to pick up their own minor child and will not linger at the preschool for more than five minutes to pick up their child and speak with either the teacher or teacher's assistant. Before written permission is granted for time beyond drop off and pick up the director consults with Covenant Kids' licensing agent. The written permission is signed and dated by the director and the sex offender and kept on file for review by Covenant Kids' licensing agent.

## **EVACUATION AND RELOCATION**

**CRITICAL DEFINITION:** Evacuation procedures are used when conditions are safer outside the building rather than inside the building.

**BOMB THREATS:** Building administrators will notify staff of the evacuation route dictated by known or suspected location of a device.

**FIRE:** Follow the primary route as listed on the fire evacuation posting located by the door of each room in school. Know the alternate route for the room and practice it. Drills will be held on a monthly basis during the school year.

**HAZARDOUS MATERIALS:** Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Use the fire route posted in each room in school.

**EVACUATION ROUTES/EXITS:** Evacuation routes are posted by each of the two classroom doors. Each room in school will have a route map listed in case the preschoolers are in another room (gym, library etc.).

**EVACUATION FOR THOSE WITH SPECIAL NEEDS:** Students or staff with limited mobility will be taken out of the building using their personal device-wheelchair, crutches etc. If it is safe, a wagon may be secured from the school storage building and students with mobility issues will be transported in that way. The school van may also be used to transport students to the 1st CRC location. In extreme cases of need the student may be carried by Mr. De Jong or Mr. Van Schepen. Students with medication will have that medication taken along in the preschool staff traveling backpack. The lead teaching assistant will be in charge of putting any medication or specialized medical equipment in the traveling backpack. The other teaching assistant will be in charge of a child needing special help or in the case there is only one assistant on staff the lead teacher will take charge of that student.

**EMERGENCY RECORD/SUPPLY KIT:** Emergency contact information is listed and stored in the traveling backpack, the Orange City Christian School (OCCS) office, and the preschool room. The preschool computer will also be put into the traveling backpack. A waterproof container containing plastic sheeting, duct tape, candles, matches, flashlights, water, and granola bars will be kept on site and also at the evacuation site. Parents will be asked to provide a change of clothes which can also be kept in the container. At school each child has a set of clothes in his/her backpack and the preschool has some sets of clothing in the storage room and in the traveling backpack. The lead teaching assistant is responsible for taking the traveling backpack with her. The OCCS office staff will evacuate computers/drives that contain the financial, business, and attendance records that pertain to preschool. Each member of the teaching staff will be responsible for picking up his/her own cell phone. The OCCS office staff will be in charge of taking a walkie talkie and a NOAA Weather Radio along as well as a credit card. IEP forms for any students will be taken by the office staff. Since we will be in a church or personal home some items such as toys, books, stuffed animals etc., will not be packed as they are available in the home or church being used as the evacuation center.

**NOTIFICATION:** Evacuation decisions will be made by the OCCS administrator and will be announced over the intercom system or by sounding of the school fire alarm. The classroom teacher will inform their students of the evacuation. When evacuation is necessary the directions will be followed per the fire evacuation sheet posted at the door. Should the situation warrant the need for students to be away from the school building, they will walk to 1st Christian Reformed Church (1st CRC) at 408 Arizona Ave SW Orange City, Iowa. The preschoolers will follow the OCCS building evacuation route to walk to 1st CRC. If it is deemed necessary by the school's administrator busses will take the students to Immanuel Christian Reformed Church located at 1405 Albany Ave. NE Orange City, Iowa. The OCCS administrator and office staff

will be in charge of contacting law enforcement and Unity Christian High School for busses. OCCS administrative staff will use the text notification system to alert the radio and tv stations regarding the evacuation. The preschool staff will divide the class list to text or call preschool parents as to their location. The OCCS administration will determine when/if it is safe to return to the school building.

**EVACUATION SITES:** If there is a fire the students will walk across Iowa Ave. (from their fire evacuation location) to 316 Iowa AVE SW in Orange City, Iowa. The out of neighborhood site is 1st CRC at 408 Arizona Ave SW Orange City, Iowa. An additional site farther removed from the school and neighborhood is Immanuel Christian Reformed Church at 1405 Albany Ave NE Orange City, Iowa.

**TRANSPORTATION TO EVACUATION LOCATIONS:** Students will walk to the Iowa Ave location and the 1st CRC location. They will be bussed to the Immanuel CRC location with office staff in charge of bussing transportation. If the weather is extreme busses will also be used to relocate to the 1st CRC location.

## **SHELTER-IN-PLACE**

**CRITICAL DEFINITION:** A location if the need is to stay in the safest place inside our facility when there is a weather-related event such as a severe storm/tornado or notified by emergency officials when there is a chemical spill/hazardous gasses etc.

**LOCATION/EVACUATION ROUTES;** The preschool location of the designated shelter-in-place is the Boys' Restroom right outside the preschool room. This is shown on the tornado drill site diagram inside both preschool room doors. The evacuation route is shown on this same posting.

**EVACUATING THOSE WITH LIMITED MOBILITY, SPECIAL NEEDS, OR CHRONIC MEDICAL NEEDS:** Those with mobility devices will be transported with their device-wheelchair, walker, crutches etc. If those items are not readily available the student will be carried. Refrigerated medicine and other medicine kept in the preschool storeroom in a locked box will also be picked up by the lead assistant, or in her absence the lead teacher. The lead assistant will also be responsible for taking the traveling backpack with her. When there are two assistants, the other teaching assistant will be in charge of the student needing assistance or in the case where there is only one assistant the lead teacher will take charge of that student.

**EMERGENCY RECORDS/SUPPLY KITS:** Emergency contact information is kept in the traveling backpack, in the OCCS office, and in the preschool room. A copy will also be kept in the supply kit located in the preschool storage room located right outside of the preschool room. Emergency supplies in the storage room stored in a waterproof container include, but are not limited to water, granola bars, battery powered radio, hand sanitizer, and other items referenced in the evacuation section mentioned earlier. The lead teaching assistant (or in her absence the lead teacher), will move the supply kit into the shelter- in-place room.

**NOTIFICATIONS;** The OCCS administrative staff will use the intercom to inform the staff and students when shelter-in-place is to occur. The preschool staff will inform the children of the emergency plan. If necessary, the OCCS administrative staff will notify emergency services. The preschool staff will divide the class list to text or call preschool parents to inform them of the situation. The administrative staff may also use the text/radio tv system to notify parents. The OCCS administrative staff will determine when it is safe to stop sheltering-in-place.



## LOCKDOWN

**Critical Definition:** Lockdown procedures are used to protect the building occupants from potential dangers in the building (eg. threats, intruders) or external threats that may enter the building.

**LOCKDOWN WITH WARNING EVACUATION ROUTES/EXITS:** In accordance with ALICE training and dependent on the location of the intruder, the students will follow the fire evacuation diagram and relocate to the 316 Iowa Ave. location. If it is not advisable to leave the room the exterior doors of the preschool room will be locked by the lead preschool assistant, or in her absence the lead teacher. Students will be kept away from the windows. The student will relocate to the area between the cubbies on the south side of the room. The lights will be turned off and the teaching staff will wait for further instructions from law enforcement or the administrative staff.

**EVACUATING THOSE WITH LIMITED MOBILITY, SPECIAL NEEDS, OR CHRONIC MEDICAL NEEDS:** Those with mobility devices will be transported with their device- wheelchair, walker, crutches etc. If those items are not readily available the student will be carried. Refrigerated medicine and other medicine kept in the preschool storeroom in a locked box will also be picked up by the lead assistant, or in her absence by the lead teacher. The lead assistant will also be responsible for taking the traveling backpack with her.

**EMERGENCY RECORDS/SUPPLY KITS:** Emergency contact information is kept in the traveling backpack, the OCCS office, and in the preschool room. A copy will also be kept in the supply kit located in the preschool storage room right outside the preschool room. Emergency supplies in the storage room stored in a waterproof container include, but are not limited to - water, granola bars, battery powered radio, hand sanitizer, and other items referenced in the evacuation section mentioned earlier. The lead teaching assistant, (or in her absence the lead teacher) will move the supply kit into the room only if it is deemed safe to do so.

**NOTIFICATION:** The OCCS administrative staff will use the intercom to announce “intruder in the building” and announcing the intruder’s location if known. The announcement will be repeated several times. The warning will be direct and NO CODES will be used. If possible, the location of the intruder will be announced. The OCCS administration will disable the bells. All movement will be directed by administrative announcement only. The administrative staff will call 911 and contact law enforcement and once they arrive their directives will be followed. The preschool staff will announce the “hiding place” to the preschoolers. The teachers and teaching assistants will divide up the class list and when it is deemed safe will communicate with the parents. The administrative staff may also choose to use the text/radio/tv reporting system or the administrative staff will use the intercom to announce when the lockdown sheltering has ended.

## **ADDRESSING THE INDIVIDUAL NEEDS OF CHILDREN INCLUDING THOSE WITH FUNCTIONAL OF ACCESS NEEDS**

Each child will have on file any specialized health care plan including medication and specialized equipment. The medication will be stored in a lock box and/or refrigerated lock box. The locked medicine box will be kept on the top bookcase shelf in the preschool room. The refrigerated lock box will be kept in the preschool storage room refrigerator. Each of the previously stated plans include information for students who may need special assistance.

The registration form filled out by the parents contains medical information. Copies of these forms are kept in the preschool room, in the traveling backpack, and in the OCCS administrative office. The lead assistant has been designated to be in charge of the traveling backpack as well as any medication that must be transported off site. When there are two assistants, the other assistant will be in charge of the student needing assistance or in the case where there is only one assistant the lead teacher will take charge of that student.

Currently all three evacuation sites are wheelchair handicap accessible.

If we must evacuate our facility or when parents/guardians are unable to pick up their children, we will use the following procedures to reunite children with parents/guardians or an authorized emergency contact as soon as it is safe.

With the exception of lockdown procedures, information for all other emergency procedures will be shared on the OCCS web site at [orangecitychristian.net](http://orangecitychristian.net) under the Covenant Kids tab. Parents will be notified of this information at the fall parent meeting as well as throughout the year via the weekly preschool newsletter. The preschool newsletter includes the contact e-mail and phone numbers for the lead teacher.

Evacuation and Site Addresses and Phone Numbers: 1. Philipsen Home - 316 Iowa Ave SW Orange City, Iowa 2. 1st Christian Reformed Church - 408 Arizona Ave SW Orange City, Iowa 3. Immanuel Christian Reformed Church 1405 Albany Ave NE Orange City, Iowa

Emergency Contact Numbers:

OCCS Administration: 737-2274

Covenant Kids Classroom: 737-2274 ext. 232

Anna Zeutenhorst: 712-441-4127

The traveling backpack, the OCCS administrative office, and the preschool classroom will all have copies of the parent information and emergency contact information. In addition, each parent will fill out a Child Identification Card with copies kept in the traveling backpack and the OCCS office.

The teaching assistants and the lead teacher will divide the student list and, when safely possible, contact each parent via phone, text, or e-mail as to the location of their child.

Delay in Reuniting Children with Parents of Authorized Emergency Contact: In the event that it takes an extended period of time to reunite a child with their parents, staff members will remain with the children until they have all been picked up. If it is safe to go back to the preschool room extended hours of care will take place there, if not the parents will be told where their child is being cared for. The OCCS administration may assist in contacting parents via the text line or using radio and tv notification.

Release: The child will only be released to parents/guardians or other authorized emergency contacts as provided on the child identification sheet. In the event that the staff does not know the authorized individual photo identification may be required before the child is released. The Child Release Form” will be filled out to provide documentation as to who the child was released to.

## CONTINUITY OF OPERATIONS

The “Child Care Initial Damage Assessment Form” will be used to assess the damage and communicate the condition of the preschool facility to DHS, CCR&R, and the county emergency management agency. If the current location is no longer useable an alternate location may be pursued with the help of the DHS regulatory staff, CCR&R, and the OCCS administration. The OCCS administration and board will help to determine next steps and seek contractors to assist with repair and/or rebuilding. It is possible that a local church may be contacted in regard to being a temporary site to house the preschool. The fire marshal and the DHS would be contacted for an inspection before this temporary place could be used. Other area preschools may be contacted for equipment and supplies that might be used temporarily. If an alternate location can not be secured, the OCCS board, administration, and staff may also contact other area preschools and then communicate those openings to parents.

Advertisements to replace staff unable to return to work will be placed in the OCCS Home Bulletin, The Advisor, the Community Bulletin, and TEACH Iowa. Staff members will need to meet the requirements for employment in preschool.

If a family is displaced by the emergency their request for records may be submitted to the OCCS administrative office.

SUPPORT NETWORKS (to be shared with staff and parents):

OCCS School Counselor: Crista Smidt 737-2274

OCCS Social Worker: Michelle Alons 737-2274

Bethesda Christian Counseling: 737-2635

Family Solutions Services Inc.: 707-9222

All Things New Therapy Services: 737-9444

## **COMMUNITY RESOURCES AND REFERRALS**

Covenant Kids Preschool maintains a current listing of local resources and referrals, both public and private, in the areas of child health and development, family child care providers, parenting seminars, and programs in various areas relating to family and child health and welfare. We would be happy to share these with you. Any information received regarding programs of interest for parents and families will be passed on to you via the parent bulletin board, an e-mail, or included on/with the weekly schedule sent home.

## **ARRIVAL AND DEPARTURE**

Drop off and pick up is on the west side of the building.

It is very important for you to walk your child in the classroom when you arrive at school. In this way your child can “share” the classroom with you. Your child finds importance in showing you the materials and equipment they work with, meeting their friends, and seeing you make contact with their teacher. It also allows you to speak with your child’s teacher informally concerning your child. If someone else is responsible for bringing your child into the room make sure that person makes contact with the staff.

At the beginning of the year, it may be necessary in assisting your child in getting his/her coat off and things stored in the lockers or on hooks. As the year progresses, please allow your child to do as much as is possible to be independent in getting settled in.

At the end of the session, you are asked to wait for your child in the hall across from the preschool classroom. Please make contact with the staff to ensure we know you have your child. You are welcome to come into the room once most of the children have made contact with their pick-up person. While you wait for your child check out the parent information bulletin board as well as bulletin board with student work hanging on the bulletin board just beyond the preschool room door.

## **CURRICULUM**

Covenant Kids Preschool uses the CSI (Christian Schools International) Bible curriculum for preschoolers.

Creative Curriculum is used to provide a framework of the best practices based on the developmental continuum of teaching preschool children. Creative Curriculum is a nationally recognized, research-based curriculum. It is aligned with early learning standards. It translates new research and theory from the field of Early Childhood Education into a practical, easy-to-understand approach to working with children and their families.

Combined with the CSI Bible Curriculum all areas of your child's development – spiritual, social/emotional, physical, cognitive, and language are addressed. Areas that help to encourage growth in these areas are Literacy, Math, Science, Social Studies, The Arts, and Technology.

The classroom is set up to accommodate this learning. Children have opportunities to make choices, experiment, come up with ideas, take responsibility for their work and participate in individual, large group, and small group activities.

Information about our curriculum is posted in the classroom and provided to parents through [A Parent's Guide to Preschool](#), and is available online at [www.teachingstrategies.com](http://www.teachingstrategies.com).

Curriculum information will be shared with parents at a formal presentation at the beginning of each school year.

## **ASSESSMENT**

To ensure that your child is making progress in our program we keep track of what each child knows and can do. This assists us in planning for further teaching and learning. We observe children as they obtain new skills and we support them along the way. Through careful daily observation we make anecdotal notes that help us to build on what they know and help them move to the next step. We take samples of each child's work and keep them in a portfolio. We summarize this information throughout the year and share it with you. We ask what you have seen your child do. Together, in covenantal partnership we gain a more complete picture of your child's progress and we can plan together how to support your child's learning.

## BEHAVIOR MANAGEMENT

At Covenant Kids we believe that each child is loved by God, made in His image, and redeemed for His service. Covenant Kids views behavior management as a process of developing appropriate behaviors. Positive reinforcements for appropriate behavior in a loving, supportive environment promotes the child's self-confidence and leads to increased desirable behaviors. A challenging environment that allows for choices, experimenting, active learning, physical activity, and quiet times prevents boredom and promotes appropriate behavior. It is our goal to help children to learn self-control, problem-solving, and negotiation. Praise and recognition, talking with the child, redirecting the child to a more controlled situation, helping the child maintain self-control, and guiding the child to problem-solve for a more appropriate/effective solution are methods that we find to be effective and respectful of children. Parents will be kept informed about progress in these areas.

Covenant Kids uses *indirect guidance* techniques:

- We give adequate notice; "In five more minutes we will be going outside".
- We give choices.
- We establish regular routine.
- We avoid nagging.
- We're consistent.

We also use *direct guidance* techniques:

- We use affirmatives.
- We try very hard to be fair.
- We make contact with the child at his/her level.
- We avoid arguments by asking the child to assist us in reaching solutions.

We, as a staff, pray for the children and families in our program. We use prayer with the children, asking God for His guidance in all our daily activities and asking Him to open our hearts to do His will.

## STUDENT DISMISSAL

A student is expected to adhere to classroom rules which are designed to ensure the health and safety of each child, and to promote a relaxed, happy environment conducive to learning. If a child is unable to gain control and requires more individual attention than can be given within child-to staff ratios, we may need to contact a parent. A child requiring one-to one attention may have to leave the classroom temporarily for safety's sake. If, after reasonable attempts have been made to accommodate the child's individual needs, any child who demonstrates the inability to benefit from the program, or whose actions are detrimental to the class, will be dismissed. When, in the best interest of the child or the group, a child is dismissed, the staff will assist the family in finding another program or making referrals to other facilities or agencies.

## Covenant Kids Daily Schedule

8:15/12:25	Arrival
8:20/12:30	Group Meeting
8:25/12:35	Choice (center) Time
9:25/1:35	Large Group (read aloud, music & movement, morning message, schedule etc.) & Bible*
9:50/2:00	Snack Time
10:05/2:15	Small Groups
10:50/3:00	Group Meeting
10:55/3:05	Outdoors**
11:15/3:25	Dismissal

\*Bible Story on Monday, Tuesday, and Thursday

\*\*If the weather is inclement a daily 20 min. slot is scheduled for preschool class to use the Orange City Christian School gym

Library: Tuesday a.m. 10-15-10:30  
Wednesday p.m. 1:30-1:45

**PLEASE HELP US:**

- Pray for your child, his/her classmates, and his/her teachers.
- Communicate to us your concerns or questions regarding our program or your child.
- Look through your child's backpack daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.

**WE WISH TO HELP YOU:**

- We promise to pray for your child and for his/her family.
- We will love and respect your child.
- We will recognize and treat your child as the unique individual God has created him/her to be.
- We will do our best to provide the best most developmentally appropriate educational experience we can provide.