



# ACADEMY

OF EARLY LEARNING

CORALVILLE, IOWA

(319) 545-7656

## **Parent Handbook**

**(March 2022)**

The Academy of Early Learning has been created to fill the need in our community for quality early childhood programming in a positive, enriching environment. We are pleased you have chosen to make Academy of Early Learning a part of your family life. We will strive to make the Academy the right place for your child and for you.

The Parent Handbook contains important information about our policies and procedures, programming and day to day operations. Our policies have been developed to ensure the safety and well-being of the children and our Staff. This manual is by no means completely comprehensive, but should help by answering many of the questions you may have concerning our center's protocols. These policies are in accordance with Iowa State Code. It is necessary for parents, volunteers, teachers, our staff, and our director to comply and adhere to them.

The Academy of Early Learning is committed to building an environment that will meet the needs of each parent/guardian and child in a setting that is essential for their growth and development.

## **Philosophy**

The Academy of Early Learning believes children learn best through play and a nurturing environment. This can be achieved through a diversity of activities, resources and experiences, and education and training in a warm and friendly atmosphere where children can learn to play creatively, develop skills and self-reliance, and build meaningful relationships with one another.

## **Objectives**

- \* To provide a variety of experiences and materials to enable each child to learn and mature at his/her own rate of development.
- \* To maintain a caring atmosphere where each child is loved and accepted as a unique individual.
- \* To provide a safe environment for learning and experiences that will increase their self-esteem.

## **Purpose**

*The primary focus at the Academy of Early Learning is the individual child.*

## **Mission Statement**

***The mission of the Academy of Early Learning is to provide quality child care in a safe environment which includes a positive, multifaceted learning experience for each child who is enrolled.***

## ACADEMY OF EARLY LEARNING INFORMATION

Director: Amy Hillishiem

Assistant Director: Chelsea Miller

Address: 2411 Coral Court # 1, Coralville, Iowa 52241

Phone: 319-545-7656, (answering machine is available) Fax: 319-545-7507

E-Mail Address: Amy [ael@southslope.net](mailto:ael@southslope.net) Chelsea [chelmiller20@gmail.com](mailto:chelmiller20@gmail.com)

Website: [www.academyofearlylearning.net](http://www.academyofearlylearning.net)

Tax Identification Number: 27-2367151

Licensed capacity: 112

Hours of operation are Monday - Friday, 6:30 am to 6:00 pm

### **Required Postings:**

Certificate of License and other related postings

Exposure to communicable disease notice. (If applicable)

Notice of Mandatory Reporters

State of Iowa Child Care Licensing Code - Is available upon request

Program activities

Daily Schedule

Name, address, and telephone number of the State Child Care Licensing Consultant

### **Center Staff**

**Executive Director:** The center's Director is designated as the program administrator supervising the infant, toddler, preschool, and school age programs. The Director meets all qualifications described in the State of Iowa Child Care Licensing Code.

**Assistant Director:** The Assistant Director is designated as a center supervisor over the facility and the infant, toddler, preschool, and school age programs. The Assistant Director meets all qualifications described in the State of Iowa Child Care Licensing Code.

**School Age Program Coordinator:** A full-time teacher with a minimum 3 years' experience in a preschool/school age program. The school age program coordinator is responsible for planning events and activities for school age children as well as assisting with our preschool classrooms.

**Lead Teacher:** A full-time teacher in charge of the day-to-day operations of the classroom. The Lead Teacher will have a minimum 2 years' previous experience in a child care setting.

**Teacher Associate:** A full time teacher associate in the classroom carries out activities under the supervision of the Lead Teacher. The teacher associate will have specialized training in early childhood education.

## ***The Academy of Early Learning Program***

The Academy of Early Learning Program encourages each child to discover the world around them. Each child will learn to follow directions, show consideration to others, and to develop skills at his/her own developmental pace. Through curriculum and play, each child will be given the opportunity to develop physically, socially, intellectually, and emotionally. They will be encouraged to solve problems, learn new skills, and to understand the role of other children. When possible, part of the morning and afternoon will be spent in outdoor play. Lesson plans are also available for review from the child's Teacher in each classroom.

The developmental stage and age of each child along with the availability of space and Staff-to-Child ratios required by the Iowa State Licensing Authorities, will determine the group your child will be assigned. Each child will go to the same room on a daily basis until it is time to transition to a new room. Transitioning to a new room is done in accordance with the licensing regulations, each child's ability to adjust, and enrollment needs. Before each transition is made, the child and parent/guardian will have the opportunity to meet with his/her new classmates and Teachers to discuss the transition process, each child's progress, and any concerns or questions the parents/guardians and child may have concerning the change. Teachers and the Director will be available during this time to make this a smooth and pleasant experience for the child.

### ***Parental Involvement***

Communication is vital for success of each child in the Academy of Early Learning Program. There is a communication page for each day in the sign-in/out book. Parents do need to write down their questions and concerns, if they need an appointment with the Teacher or Director, new information involving health needs, family, etc., changes in who is to pick-up the child, address or phone changes, schedule changes, and any other pertinent changes affecting the child on this page. This will assist the Staff and Director with scheduling, understanding issues affecting the child and in tracking pertinent information needed.

### ***Communication***

The Academy of Early Learning believes in the importance of open communication among parents, teachers, and Director. Communication is key to success of the child and The Academy of Early Learning. Communication avenues include but are not limited to day-to-day communication with the staff, children, and parents, Infant/Toddler daily sheets required by the State of Iowa rules and regulations, written communications from teachers, our Facebook Page(Academy of Early Learning, children's projects and notes found in the child's cubby, quarterly parent meetings with the Director, and the classroom information boards.

### ***Family Support***

The Academy of Early Learning partners with several agencies throughout Johnson County, the State of Iowa and nationally to offer support services for families in need. See the Director for a listing of services and the available providers. All information shall be discussed and distributed confidentially.

### ***Program Activities***

The Academy of Early Learning utilizes an evidence-based curriculum in order to offer a developmentally, individually appropriate curriculum for each child enrolled. This curriculum includes activities aimed at promoting self-esteem, positive self-image, social interaction, self-expression and communication skills, creative expression, and problem-solving skills. Consideration is also given to the cultural, ethnic and special needs of each individual child.

Teachers directly supervise infants, toddlers, and preschool children at all times, including the children in sleeping areas. Teachers will regularly count children on a scheduled basis, at every transition, and whenever leaving one area and arriving at another to confirm the safe whereabouts of every child at all times.

Developing secure relationships assists children in learning to trust others in their world. Infant/Toddler room Staff are expected to hold and cuddle each child. They will respond to the child's sounds and will offer encouragement and praise as the child explores and discovers new things. The child's day will be structured to his or her needs. Teachers are expected to work closely with parents in developing the child's daily routines.

### ***Child Assessments***

It is the Academy of Early Learning's goal to assure that the assessment of each child is purposeful, developmentally appropriate, and take place in a natural setting by understanding, familiar adults. A variety of assessment methods will be used throughout the year including assessments linked to Creative Curriculum and Ages & Stages: SE. They provide information about children's needs, interests, and abilities in order to plan developmentally appropriate experiences for children and guide instruction. Assessments will never be used to label children or to include or exclude them from a program.

Ongoing communication will enable family and staff to continually assess the child's progress. Families will have ongoing opportunities to share the results of observations from home to contribute to the assessment process.

The preschool/pre-k teacher will assist in arranging for developmental screening and referral for diagnostic assessment when indicated. If a child is determined to need special accommodations, those accommodations are included in the materials, environment, and lesson plans for that child. Examples include sign language and visuals for children with hearing impairments or language delays and behavior plans for children whose behavior does not respond to the typical strategies used by teaching staff in the classroom.

## ***PAYMENT/FEE/TUITION PROCEDURES***

### **Registration/Enrollment:**

When arrangements have been approved for the child to attend The Academy of Early Learning, a ***Fee Agreement*** which specifies the monthly tuition due, days of the week the child will be attending the center and the hours/times the child will attend each day must be signed by the parent/guardian for each child attending the Center prior to their first date of arrival. A non-refundable registration fee of \$100.00 per child for childcare services must be paid at the time of enrollment.

### **Return Check Fee:**

A fee of \$50.00 for each returned check due to insufficient funds will be charged in addition to the fees owed. Services will be terminated if two checks on the same account are returned. Lack of payment of the tuition and other fees owed could result in prosecution to the fullest extent of the law.

## **Flex Time-Schedule**

If you are choosing to do flex part-time, you have to have your schedule to us the Friday before. If you do not get the schedule to us by the Friday before you will be charged \$10.00 for each time you forget to give us the schedule.

## **Payment Policy:**

Tuition payments are due **as per the terms of the Financial Agreement** by cash, check, or credit card. If tuition is not paid by the first working day of the month, parents will receive a written notice from the Director indicating that **\$25.00 per day delinquency fee** will be assessed beginning on the second working day (tuition paid on this day will be assessed the \$25.00 delinquency fee per day that the tuition is late). If tuition and the delinquency/late fees are not paid by the 5<sup>th</sup> of the month, the child care services will be terminated immediately. This, however, does not absolve the family from complying with the Academy of Early Learning's withdrawal policy. To re-instate a child, delinquency fees and tuition owed will be due before the child care services will resume. Late payments of three in one year will result in cancellation of child care services.

If a family has financial issues regarding payment, an appointment with the Director should be made to discuss the issues the first of the month. If possible, special circumstances will be considered, but the child should not be brought to the Center until payment is made in full. Parents/guardians not fulfilling their tuition payment responsibilities by carrying a tuition balance over more than 30 days will be prosecuted to the fullest extent of the law.

**NO PAYMENTS SHOULD BE MADE TO ANY CLASSROOM TEACHER OR OTHER STAFF MEMBERS.**

## **Late Pick-Up Fee**

The Center closes at 6:00 pm. Every effort must be made to pick up children on time. There will be **NO EXCEPTIONS** for late pick-up. The Center cannot allow any exceptions for any reason due to staffing licensing issues.

Late fees start to accrue at 6:01 pm per child. The late charge is \$1.00 per minute for the first (5) minutes. At 6:05 pm the rate increases to \$5.00 per minute until the child is picked up. Late pick up fees will be assessed on the next month's invoice and must be paid with that month's tuition or child care services will be terminated.

If the child is not picked up by 6:30 pm and the parent/guardian cannot be contacted, the authorized persons listed on the Parental Release Form will be contacted to pick up the child(ren), if the Center's staff can not locate the parent/guardian or anyone on the approved pick up list, the Department of Human Services will be called as required by state child care services regulations. No child will be taken from the Academy of Early Learning by staff without the written permission from a parent/guardian.

If the event a parent is late picking up a child (after 6:00 pm), three times in a calendar year, the Academy of Early Learning reserves the right to terminate the Child Care Contract and discharge the child from the Center.

***If a child misses a day, payment is still required for the days missed.***

## **Tax Information**

### **Flex Spending Statements**

The Academy of Early Learning will issue monthly “paid” statements with signature on the 7<sup>th</sup> of each month. At NO other time in a month will these statements be generated.

### **End of Year IRS Statements**

The Academy of Early Learning will provide an itemized tax statement at the end of each calendar year upon request to parents/guardians. It is the responsibility of the parents/guardians to provide current information for the statements to be received. The Academy of Early Learning **IS NOT** responsible if parents/guardians do not receive the statements because of incorrect contact information.

One statement will be generated free of charge; any additional statements will be assessed a \$25.00 fee to be paid before the statement is generated. Families/guardians ending their enrollment to the Academy of Early Learning will receive their year-to-date statement after their 30-day notice has been given and their account is in good standing.

The Academy of Early Learning’s Federal Tax ID is located page 3 of this handbook for your convenience.

(You will need this for your taxes at the end of each year).

## **Absence/Withdrawal/Discharge Procedures**

### **Child’s Absence from Center**

Parents/guardians are asked to notify the Academy of Early Learning by 9:00 am whenever a child will not be in attendance and/of coming in late. The Center’s phone number is (319) 545-7656. An answering machine will record a message if needed. If a child misses childcare, payment is still required for the days missed. ***In the event we do not hear from you prior to 9am, we cannot guarantee we will be able to provide care for that day. Our staffing and meal prep are based on our anticipated attendance.***

### **Discharge Policy**

Discharge refers to the termination of a child’s enrollment at the Academy of Early Learning. Discharge occurs when a child consistently inhibits their classroom from providing a stimulating, safe, and healthy learning environment. The goal of the Academy of Early Learning is to allow every child a fair opportunity to

be a part of the program and to resolve any issues when possible. It is only after repeated failed attempts to modify the situation or if there is a serious safety problem to the other children that discharging a child may be necessary.

### ***Withdrawal Policy:***

If a child is to be removed from the Academy of Early Learning program, notice must be made in writing to the Director **one month (30 days) prior to the child's last day of attendance**. If written notice is not received one month prior to the child's last day, tuition is due for that month prior to them leaving.

If a child is having difficulty adjusting to day care, a meeting with the Director and child's Teacher should be arranged to address concerns and seek solutions. If a resolution/plan cannot be agreed upon, the child will need to withdraw from the program.

Situations that may result in a request to withdraw a child if a resolution to an issue can not be made between the parents/guardians and the Director:

- Failure to pay tuition and delinquency fees.
- Failure to follow the Academy of Early Learning's policies.
- Repeated arrival or departure of the child to the Center outside the regular hours of operation.
- Bringing an ill child such as child with a fever or with other illness symptoms, or having medicated the child prior to delivering the child to the Center.

## **Admission/Enrollment Procedures**

### **Admission**

Registration is required for enrollment to the Academy of Early Learning. This procedure is a first come-first serve basis. Currently enrolled families have priority over other families on the waiting list. Waiting lists will be kept when enrollment meets capacity for each classroom. Those on the waiting list are not bound to enroll at the Academy of Early Learning if a space does become available, however, it does guarantee the family next on the list the first opportunity to fill the vacancy. Any registration fee paid will not be refunded if a family on the list chooses not to attend The Academy of Early Learning. Children ages 6 weeks to 12 years of age are eligible for enrollment to The Academy of Early Learning.

### **Enrollment**

The Academy of Early Learning is licensed through the Department of Human Services (DHS).

Requirements of DHS for The Academy of Early Learning needed from parents/guardians **before** the child can attend the center includes:

A complete medical examination (current within the past 12 months) on file for each child

A current Immunization card

Parent Emergency Medical Consent Form

Pick-up Authorization form

Parent Contract and Agreement Form

Field Trip Authorization Form

Sunscreen Permission Form

Policy and Procedure Agreement

Current addressee(s), phone/cell phone numbers

Work contact numbers if not available by phone at all times



Information needed by The Academy of Early Learning when the child is enrolled includes the following:

- A complete medical examination and immunization record that must be **current and updated annually** in order for the child to attend the center. (Ask doctor for DHS immunization Form).
- **Current emergency contact information** including first, second, and third contact in cases of emergency. Any changes in phone or cell phone numbers should be reported within 24 business hours to the center to assure on-going availability in an emergency.

All children are welcome regardless of age, religion, sex or national ancestry. The Academy of Early Learning accepts handicapped children who can be integrated into the program with minor accommodations. The child will be included in small groups with one primary caregiver. A team of Teachers will assist the primary caregiver. The small groups are utilized to assist the child with a sense of security

and familiarity with staff and other children throughout the day.

Each child with special health care needs will have an emergency care plan in place before the first day of attendance. Every staff person will become familiar with the child's special health care needs and the emergency care plan prior to their arrival to the Center. Such special health care needs may include: Asthma, Food Allergies, etc.

## **Day to Day Procedures**

### **Arrival and Departure Attendance Records:**

The Academy of Early Learning requires that each child be checked in and out on the tablet in the front entrance of the center by an adult only. This is to ensure the safe arrival of each child as well as fulfilling the requirement of Iowa State Law. When a child arrives or is picked-up, a Staff member must be aware of the child's arrival and departure. The parent/guardian who picks up the child must also sign the child out on the computer in the front entrance of the center. Attendance records are required by the Iowa State's licensing regulations and they must provide up-to-minute attendance lists for staffing. To ensure this state code is followed, there are fees associated with compliance to this policy.

### **Security-Entry Cards:**

Each family enrolled in The Academy of Early Learning shall be allotted two secured-entry keycards. These cards allow unlimited access to the center during regular business hours. Cards are not to be given to any other individual. In the event a card is lost or stolen, parents/guardians must notify the Director immediately. Replacement cards will be issued at a cost of \$10.00 each per card. Payment will be required before a new card will be issued. In the event a parent/guardian arrives for drop-off or pickup without their keycard more than twice in one calendar week, they will be charged the keycard fee for each occurrence (\$10 each event).

### **Authorized Child Departure Requirements**

To ensure the child's safety, the Director and Teachers will have the current names, addresses, and phone numbers of those persons authorized to pick-up the child. The Academy of Early Learning requires that anyone picking-up a child must show proper identification before they are released. Children will be released only to parents and/or individuals designated by the parents/guardians in writing, or the individual

who is approved on the "Pick-up Permission" form. Therefore, these forms should be current at all times. If an unauthorized person will be picking up a child instead of the person designated on the approved form, the child's Teacher must be notified ahead of the time the child is to depart. If an emergency arises and the designated person is unable to pick-up the child, a written consent must be FAXED to the center to authorize any other individual who has NOT been placed on the approved pick-up list to take the child.

## **Daytime Activities and Guidelines**

### **Playground**

The Academy of Early Learning provides an outdoor play area containing a variety of outdoor play equipment. The playground is an educational environment where the child has the opportunity to learn about his/her physical capabilities and social skills involved in both organized and informal play. This play area is viewed as an outdoor classroom with many opportunities for learning. Children will be given several opportunities to be outside (weather permitting) throughout the day. To ensure the safety and physical enrichment for each child, the following rules will be followed in the outdoor play area: (Parents should discuss these rules with their child.)

Children must have close toed shoes on at all times.

Children must stay in the fenced-in area.

Children should not climb on the fence at any time.

Children should follow specific directions given to each child for when they are transitioning from classroom to playground - walking, hands to self, listening, no yelling or screaming.

Program staff members complete the National Program for Playground Safety's Suggested General Maintenance Checklist on an annual basis.

### **Rest Time**

In accordance with DHS regulations, children 2-5 years of age need to have a minimum of 20 minutes of daily rest, and children 0-2 years of age may have sleep as needed. Conditions conducive for sleep and rest for young children include a consistent caregiver, a routine quiet place, and a regular time for rest. This rest may include actual napping, a quiet time, or change of pace between activities. Rest periods will have soft music playing, lights dimmed as well as curtains drawn to a close. Children not sleeping during this time will be asked to remain quiet by reading, working with puzzles, or playing in an area with other awake children in order to maintain a calm, quiet environment for the other children that have fallen asleep.

### **Infant Safe Sleep**

All infants will be placed in a supine (back) position for sleeping to lower the risks of Sudden Infant Death Syndrome (SIDS) unless the infant has a note from a physician specifying otherwise. Soft surfaces and objects such as pillows, quilts, sheepskins, or soft bumpers will not be placed under or with an infant for sleeping. When infants can easily turn from the supine position to the prone (front) position, they will be put down for sleep on their back and allowed to adopt whatever position they prefer for sleep. When infants develop the skills to move from their back to their side or their stomach it should be safe to put them to sleep on their backs and allowing them to adapt to whatever position they choose for sleeping. Parents/guardians should discuss their observations with the infant's teacher on how the child is sleeping at home.

If an infant has an illness or a disability that predisposes the child to airway obstruction in the supine

position, parents are required to provide a signed physicians note specifying the need for the prone sleeping position and any other special arrangements required for the infant.

If a child requires a blanket for sleep, the parent and the child's physician must sign a form allowing the teachers to give the child a blanket when sleeping. If a blanket is used, the child's feet will be at foot of the crib and the light blanket will be tucked in along the sides and foot of the mattress. The blanket will not be placed higher than the infant's chest. Sleeping infants will be in visible sight of the teachers at all times.

## **Infant Tummy Time**

All infants will receive various amounts of "tummy time" throughout the day. The infant will be awake and supervised during their time on their tummy. This activity assists in the strengthening of the infant's muscles and normal development.

## **Infant Room - Remove Shoes**

Infants spend a majority of their waking hours on the floor at the Academy of Early Learning. In order to maintain a clean floor, parents/guardians must remove or cover their shoes before entering the infant area from the entry way.

## **Infant Room- List of items to bring**

To bring for your Infant:

- Bottles- at least 3
- Formula
- Diapers
- Wipes
- Extra Clothes
- Baby food- once your infant starts eating real food, we will give you a menu to let us know what you are willing for us to try.

## **Personal Items**

The Academy of Early Learning is not responsible for lost or stolen items. It is the responsibility of the parent to mark each personal item with the child's name and to keep an inventory of items brought into and taken from the center. Items of significant value should not be brought to the Center.

Suggested items for children to have at the Academy of Early Learning if needed are the following:

- Two extra sets of clothing
- Jacket/sweatshirt
- Blanket and/or pillow
- Shoes for outside play
- Individual comfort items
- Water bottle

These items are to be stored in the child's cubby/assigned hook. Parents/guardians are encouraged to check their child's cubby regularly to ensure only their child's items are placed in their assigned area. Staff should be informed when there are items that do not belong in their child's assigned area.

## **Daily Food Services**

The Academy of Early Learning follows the Department of Human Services guidelines for meals and snacks to help meet the child's daily nutritional requirements and licensing guidelines. The AEL provides two full meals daily (breakfast and lunch), as well as one nutritious snack during the day. The menus are prepared by the centers staff and are posted on the Parental Bulletin Board in each classroom. Children are encouraged to taste all foods provided, but no child will be forced to eat anything they do not like.

Foods that are hotter than 110 degrees Fahrenheit are kept out of the reach of children. Foods requiring refrigeration will be kept cold until served.

Parents are asked not to bring food from their home into the center except for infant feedings and children with special diets due to religious or medical dietary needs. Individual special dietary needs must be directed by a physician and on file in writing at the center. This form will need to be updated when needed, considered current when signed annually, and on file at the center. If the child has food allergies, religious or special dietary needs, they should be discussed with the Director prior to the child's first day at the center. If the child has a medical exception to a food item on the menu, the list of foods that the child should not eat should be made available to the Director also. The list of foods that the child should not eat, needs to include the foods that present a problem and also any foods that can be substituted. The exceptions must be verified in writing from a physician on the Academy of Early Learning form.

## **Children's Hand Washing**

Parents should assist their child with hand washing upon entering the classroom to begin their day. Staff will assist children with hand washing in order to maintain good personal hygiene and to prevent or minimize the spread of illness or disease throughout the day.

## **Field Trips and Transportation Policy**

Field trips are scheduled throughout the year. Examples of field trips include picnics, museum, movies, and other venues that provide fun and educational resources. Parents/guardians will be notified in advance of the dates and will be required to sign a permission slip for the child that covers all trips at the time of enrollment. Transportation will be provided by The Academy of Early Learning and transportation of students will be done with facility's vehicles. Iowa Law requires car safety restraints for all children under the age of 12 or 100 pounds. The Center's transportation vehicles have restraints systems to transport the children. No child will ride in the front seat of a vehicle. Every driver will have a current driver's license and be over the age of 21. Staff will carry with them all emergency contact information for each child attending in a secure container that is immediately accessible. When groups are off site there will be one adult over the mandated adult to child ratio. Parents/Guardians are encouraged to get involved in their children's daily activities and may accompany the children on field trips when space is available.

Children, both as passengers and pedestrians, will be instructed in safe transportation behavior with terms and concepts developmentally appropriate for their age. The following rules apply to children using The Academy of Early Learning's vehicles for transportation:

- Children are to stay off the roadways at all times when waiting for the transportation vehicle to arrive.
- Children must wait for a signal from the driver that it is safe to load/unload the vehicle.
- Children shall not walk in front or behind the vehicle without an adult.
- Children are to line up while loading/unloading of the vehicle as directed by the staff.

- Children should immediately find a seat and put on their seat belt or ask for help with the belt if needed. Failure of a child to keep their seat belt on while the vehicle is moving will result in the vehicle stopping until the child is safely secured.
- Children must keep their hands, arms, and heads in the vehicle at all times.
- Children must refrain from throwing items out of the vehicle windows.
- Children are not allowed to open the vehicle windows; they need to ask an adult.
- Children are to wait until the vehicle comes to a complete stop before removing their seat belts.
- Children must conduct themselves in an acceptable manner at all times. Fighting, yelling, using vulgar language, acting rudely or abusively, damaging the transportation vehicle or any other abusive behaviors will not be tolerated and will not allow the child on future trips without the approval of the Director and their Teacher.
- Children who are behaving in a manner that is or appears to be an immediate threat to others or themselves will be suspended from future field trips and not allowed to return without permission of the Director and their Teacher.

Transportation vehicles are serviced on a 3,000-mile rotation or before if needed. Vehicles are licensed and insured as required by the Department of Human Services. Verification of insurance is on file at the Center and in each vehicle.

## **Visitation**

The Academy of Early Learning strives to meet the needs of the parents/guardians as well as the children and encourages their active participation in the Center's program. But in order to allow the child and their Teacher time to get acquainted with one another, it is optimum for the success of the child at the Center for the parents/guardians to refrain from visiting the first month. The Academy of Early Learning does encourage parents/guardians to visit the Center at any time following that first month. Parents/guardians may also attend field trips with their children upon approval of the Director.

## **Parental Court Orders**

If parental contact is prohibited by a court order, a copy of the applicable portion of the court order must be provided by the parent or guardian and included in the child's file.

## **Grievance Policy**

Open communication between families and the Academy of Early Learning is an essential component for the success of the program. If there is a concern regarding a child, the parent/guardian is encouraged to address their concern with the child's teacher. If the concern is unable to be resolved, the Director is available to provide additional assistance.

## **Drop-In Service**

The Academy of Early Learning provides drop-in service independent upon staffing and room availability. To be eligible for drop-in services, all required forms and payment of tuition must be completed prior to the drop-in service becoming available.

## **Birthdays & Holidays**

Parents are allowed to bring pre-packaged food items such as a birthday cake or cupcakes to the Center with approval from the Director. Food items that may present a choking hazard such as hard candies, chewing gum, gumdrops, dried fruit, nuts, popcorn and potato chips should not be brought to the Center.

All outside food brought into the Center must have a list of ingredients on the package.

### **Smoke Free Environment**

No smoking will be allowed in the building or on the premises/grounds - I.e. parking lot, driveway, etc. The parking lot, yard, driveway, play ground, or landscaping are also not to be used as an ashtray. If a person is observed disposing of a smoking article on the grounds of the Center, law enforcement will be notified in compliance with state law.

## **Items to be Brought to the Center Each Day**

### **Clothing**

The child should be dressed in comfortable clothes especially appropriate for outdoor play. Clothing that is easily put on and removed by a child and staff is suggested. Children also should be dressed appropriately for the weather and the time of the year. Hat, mittens, snowsuits/pants, and boots will be needed during the cold winter months. During the warmer weather, sunscreen and/or a sunhat is recommended. Tennis shoes are needed for outside play. No flip-flops or open toed shoes are recommended. Two extra sets of seasonally appropriate clothing to store for future use when needed should also be included. All children's clothing should be labeled with hers/her first and last name.

### **Linens**

Cots and sheets are provided by the Center for each child to utilize during nap time. Parents are encouraged to bring a blanket for their child to use during rest time. Pillows are optional and dependent upon the age of the child. Each child must cover their cot with one item and cover themselves with the other item. All blankets and sheets are laundered at a minimum every Friday. If a comfort item is needed at sleep time, it should be only one item easily handled by the child in bed.

### **Personal Belongings**

Children may bring in personal items for preschool sharing days only. Toys and other items are easily lost, broken, etc. The Academy of Early Learning cannot be held responsible for any personal items that are brought to the Center. For these reasons, all personal items should be left at home.

### **Water Bottles**

Each child is allowed a water bottle for fresh water access daily. The water bottle should stay at the Academy of Early Learning to be drained and sanitized daily. Each bottle should be labeled with the child's name. Water bottle will be filled each morning after hand washing.

## **Staff Orientation and Training**

All members of the Staff of the Academy of Early Learning receive the following training:

- Certification in Adult, Child, and Infant CPR (bi-annually)
- Certification in Child and Adult First Aid (biannually)
- Two hours of training for mandatory reporting of child abuse (every 5 years)
- One hour of training in universal precautions and infectious disease control (bi-annually)
- 10 contact hours of training in a childcare related area of study (yearly)

Upon employment, an individual will be provided with a copy of the Academy of Early Learning Staff and Parent Handbook. Staff will be asked to sign a statement indicating they have read each handbook and are familiar with the contents of each. This signed statement will be made part of the employee's file.

Staff must participate in an orientation where the Director/Assistant Director will review all policies and emergency procedures contained in the Employee Handbook with each employee before working with children. Emergency Plans for Fire and Tornado will be reviewed and practiced on a monthly basis. Staff will be informed of any policy changes. Staff is required to review the policies set out in the Employee and Parent Handbooks annually.

### **Staff Hand Washing:**

Staff will wash their hands at the following times:

- Upon arrival to the center
- Immediately before eating or participating in food service activities
- Before leaving the restroom, either with a child or by themselves & Diapering
- Before and after administering non-emergency first-aid to a child, or medication
- Before and After water play
- After sandbox play
- After cleaning/handling garbage
- After handling animals
- After nose blowing
- After removing gloves

### **Children's Hand Washing**

Staff will assist children with hand washing in order to maintain good personal hygiene and to prevent or minimize the spread of illness or disease. Children's hands will be washed at the following times:

- Upon arrival to the classroom
- Before eating
- Before/After water play
- After using the restroom & Diapering
- After nose blowing
- After handling animals
- After playing outside
- After sandbox play

## **Staffing/Adult to Child Ratios**

### **Staffing Requirements**

The Academy of Early Learning utilizes the Department of Human Services' minimum requirements to guide staffing of adult to child ratios. The requirements are the following:

**AGE**

2 weeks to 2 Years  
2 years  
3 years  
4 years  
5 years +

**MINIMUM RATIO**

One adult to every four children  
One adult to every six children  
One adult to every eight children  
One adult to every twelve children  
One adult to every fifteen children

**Child Care Information**

**Mandatory Reporting of Child Abuse**

Child Abuse is defined in Iowa Code, section 232.68, as one or more of the following six categories:

Physical Abuse, Mental Injury, Presence of Illegal Drugs,  
Denial of Critical Care, Child Prostitution, Sexual Abuse

Abuse, either physical or sexual is defined under Iowa law as:

*"...any injury that is either non-accidental or inconsistent with the explanation given for the injury with results either from actions or omissions of the person responsible for the care of the child."*

Denial of Critical Care or Neglect is considered:

*"...failure on the part of the caregiver to provide adequate food, shelter, clothing or other care necessary for a child's health and welfare."*

The law requires childcare providers to report signs of child abuse, neglect or endangerment to Child Protective Services. The Academy's staff is required to take Iowa's Mandatory Reporting of Child Abuse Training Program which educates childcare providers to recognize and report abuse, neglect and endangerment.

If abuse or neglect is suspected, an employee of the Academy will report their suspicion to the Director/On Site Supervisor or designee, who will then make a report, either oral or written, to the Department of Human Services. It is not the center's responsibility to determine if the suspected abuse/neglect has actually occurred. Trained DHS investigators will decide whether or not abuse/neglect has actually occurred and take necessary steps to correct it if it is found to be true. The Staff of the Academy of Early Learning is committed to supporting the child and family in correcting and alleviating the issue.

A Mandatory Reporter participating in good faith when making a report shall have immunity from any liability, civil or criminal, which might otherwise be imposed. However, if a report is founded, staff that had direct contact may be required to appear as witnesses.

**Safety and Health Procedures**



## **Biting Policy**

Biting is a natural developmental characteristic of some very young children. Biting other children or their caregivers is a response exhibited by very young children who are unable to effectively communicate, whether that is verbally or physically, with those other children or caregivers. Young children in the teething process may bite to soothe the pain; it is a natural reaction for a young child to feel the urge to grind their gums together for comfort. In most biting instances caregivers can identify which child has exhibited this behavior and redirect that child when frustration begins. Biting in older children is not as natural and understandably will not be tolerated.

Appropriate supervision, redirection and a trusted relationship between caregiver and child can help alleviate biting, however, biting is a form of physical aggression that poses a physical hazard, as well as a health hazard, that must be dealt with accordingly. Anytime a child or caregiver is bitten, an Incident/Accident Report will be filled out for both the biter and the bitten. Guidance and redirection will be given to the biter and in some age appropriate instances a "child break time" will also be implemented.

In order to prevent children and caregivers from being unnecessarily harmed, parents will be called to come pick-up their child if the child bites more than **four** times in one day. The child will not be allowed at the Academy of Early Learning for the remainder of the day.

If a child bites or attempts to bite another child or their caregiver **five** or more times within 10 working days, the Academy of Early Learning considers this a reoccurring issue. If this situation arises, in order to protect other children at the Center, a one-on-one ratio for the biter. The additional cost of salary for an additional teacher in the classroom will be absorbed by the parents/guardians of the biter.

In a rare situation where these steps fail to resolve the problem and the child continues to bite, the child will be discharged from the Center. The parents/guardians will need to continue paying the additional salary costs until alternative care can be found. The Academy of Early Learning reserves the right to terminate care with no less than a 48-hour notice.

## **Hospitalization of a Child or Teacher**

In the event an illness or injury requires hospitalization of a child or teacher, the Academy of Early Learning will assist families and staff with contacts to social services.

## **Death of a Child or Teacher**

In the event of a death within the Academy of Early Learning family, staff or child, assistance with contacts to social services will be made available for families and staff.

## **Water Activities**

A water table is used in the classroom for children to stand and play with their hands in the water. During water play children are involved in active experiences with science and math concepts. Children with sores on their hands are not allowed to participate with others in the water table to ensure that no infectious diseases are spread. Children are not allowed to drink the water during water play activities. When the activity period is complete, the water table is drained and refilled with freshwater before a new group of children comes to participate in water activities. Outdoor water play is limited to tubs and buckets or containers as well as the water table. We do not participate in swimming pool activities. Staff supervises all

children by sight in all areas with access to water in tubs, buckets, and water tables.

## **Outdoor Play**

Children will play outdoors when weather conditions do not pose a significant health risk. Outdoor play for infants includes riding in a stroller. Weather that poses a significant health risk includes wind chill at or below 15 degrees F, heat index at or above 90 degrees F, and poor air quality as identified by the Nation Weather Service. In warm weather, children having sun exposure shall wear sunscreen, use shade structures and clothing to protect skin against sun exposure. In cold weather, children's extremities will be checked every 15 minutes for maintenance of normal color and warmth. In cold weather, children's clothing shall be layered and dry.

## **Sun Block/Bug repellent**

There are areas on the playground for children to be in the shade and still be active. Parents/guardians are encouraged to bring a hat or other clothing for their child to wear as another protection from the sun.

Sunscreen or Sun block with UVB and UVA protection of SPF 15 or higher will be applied to each child's exposed skin with written parental/guardian written authorization. An insect repellent containing DEET will be used when necessary once a day with parental/guardian written authorization to protect each child from insect bites when the public health authorities recommend its use.

## **Accidents of Bodily Functions**

It is imperative a child have 2 extra sets of clothing as occasionally children will have a bodily fluid accident. The Academy of Early Learning does have extra clothing for special circumstances; however, these items must be laundered and returned to the Center within 5 business days after the incident occurred in order to serve other families at the Center.

## **Universal Precautions/Exposure to Blood to Bodily Fluids**

Staff will receive training in Universal Precautions annually during staff workshops, as well as, bi-annually through a DHS approved agency. Gloves will be worn by Staff when contact with blood or other bodily fluid and when cleaning contaminated surfaces. Spills of breast milk, urine, feces, vomit, or blood shall be cleaned from the surfaces with soap and water. Surfaces will be disinfected with a solution of bleach and water. Any contaminated material used in clean-up will be disposed of in a double layer plastic bag with a secure tie. Soiled diapers are discarded in the hands-free lid container which has been lined with a plastic bag and is not used for any other waste placement. Each plastic bag containing soiled diapers is removed from waste cans daily and securely discarded outside the facility daily.

## **Diapering Policy**

The Academy of Early Learning has diapering tables and sinks in each classroom specifically for that classroom. Diaper changing tables and sinks shall be used only by the children in the group whose routine care is provided together throughout their time in the classroom.

## **Toilet Learning**

Toilet learning is an important time in a child's development. For children who are unable to use the toilet consistently, the following procedures are in place:

- Diapering will only be done in the designated diaper area, i.e., the bathroom adjacent to the classroom with a fold down changing table. Food handling will not be permitted in this diapering area.
- Clothing that is soiled by urine or feces is immediately placed in a plastic bag (without rinsing or

avoidable handling) and sent home that day for laundering.

- Staff checks children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
- Staff changes children's diapers or soiled underwear in the designated changing areas only.
- At all times, caregivers have a hand on the child if being changed on an elevated surface.
- Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
- Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (such as a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
- Diapering and Gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.

Potty chairs will not be used due to the risk of spreading infectious diarrhea. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Each piece of clothing should be labeled with the child's name.

## **Cleaning, Sanitizing and Disinfecting Policy**

Environment, toys, and equipment are cleaned/sanitized on a routine schedule, with the exception of **Immediate** health or safety risk. During cold/flu season and /or known illness outbreaks, toys and surfaces will be sanitized after each use. A bleach/cool water solution will be used for cleaning.

Toys that cannot be cleaned and sanitized will not be used. Toys that children have placed in their mouths or that are otherwise contaminated by body secretion or excretion shall be set aside where children cannot access them. They must be set aside until they are washed with water and detergent, rinsed, sanitized, and air-dried.

Machine washable cloth toys shall be used by individuals only until these toys are laundered. Indoor toys shall not be shared between groups of infant or toddlers unless they are washed and sanitized before being moved from one group to the other.

## **Exposure Control Plan**

The Academy of Early Learning is committed to providing a safe and health work environment the entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standards.

The Academy of Early Learning's Exposure Control Plan includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
  - Universal precautions
  - Engineering and work practice controls
  - Personal protective equipment
  - Housekeeping
  - Post-exposure evaluation and follow-up

- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances

## **First Aid**

Staff will receive training in First-aid annually during staff workshops, as well as, bi-annually through a DHS approved agency. A First-aid kit will be located in each classroom of the center, the playground and on field trips. The First-aid kit will contain: disposable non-porous gloves, band-aids, of assorted sizes, sealed packages of alcohol or antiseptic wipes, scissors, tweezers, non-glass thermometer, bandage tape, sterile gauze pads, flexible roller gauze, triangular bandages, small plastic/metal splints, cold pack, safety pins, eye dressings, insect sting treatment, liquid soap, antibacterial lotion, water, resalable plastic bags, adhesive strip bandages, pen/pencil and notepad. Red Cross First Aid Guide and current AAP standard first aid chart, Emergency phone numbers (parents' numbers-home/work, poison control, emergency notification, etc.) coins for pay phone, and emergency medication or supplies prescribed for each child with special health needs.

Inventory in the center's first aid kits are checked and restocked monthly as required by DHS regulations. Documentation stating such may be acquired by contacting the Director. For all incidents involving blood or bodily fluid, disposable gloves will be used. The Director and/or Staff member should be notified if the child is allergic to latex.

## **Medication Policy**

The Academy of Early Learning will administer medications to children for whom a plan has been established and approved by the Director. If a liquid oral medication is to be administered at the Center, the parent/guardian must provide an appropriate measuring device that has clearly marked measurements (medicine cup, dropper, syringe, or medicine sip-vial). The medication must also be in its original container. Parents must complete and sign a form authorizing Staff to administer medication to a child, (IA Standard 3.081). Forms are provided by the Center. The signed form with specific dosing instructions along with the medication must be given directly to the Director/Staff. The Director/Staff will be the only person authorized to administer medication to your child. All medications must be stored in their original containers with accompanying physician or pharmacist's directions and with the label intact. All medications will be stored so they are not accessible to children and non-Center personnel. Medications that require refrigeration will be stored in a locked container in an area not accessible to children and non-Center personnel.

Nonprescription medications/ointments, must also have a written notice from a physician for administration, and sunscreens shall be labeled with the child's name and stored out of reach of children. As long as the authorization to administer medication is in effect, a notation will be made on the child's medication administration chart indicating the name of the medicine, date, time, and dosage given or applied. The initials of the person who administered the medication or reason the medication was not administered will also be included on the chart. Medications will only be administered throughout the duration of the prescription. Medication will not be administered without a current authorization signed by the parent and physician.

Staff will make a notation on the medication chart if:

A child is absent from the Center on a day the medication is to be administered.

A parent picks up a child early and the medication cannot be administered.

A parent forgets to bring the medications; therefore, no medication can be administered.  
The child experiences side effects or negative reactions to the medicine.

## **Mildly Ill Children**

Mildly ill children who can participate normally in activities may remain at the Academy of Early Learning. This may include children with colds, mild ear infections, or allergy-related illnesses.

## **Preventing Spread of Communicable Disease Policies**

### **Method of Hand Washing**

- Wash hands as soon as possible
- Apply soap
- Wash hands under running water, between fingers, around nail beds, under fingernails, and the back of hands.
- When soaping up, scrub for 30 seconds or sing a 30 second song such as “Happy Birthday”
- Rinse well under running water
- Dry hands using a new disposable towel each time.
- Use the towel to turn off the faucet and discard the towel.

When soap and water are not available, an antibacterial lotion or hand sanitizer is used.

### **Staff Hand Washing**

Staff will wash hands to maintain good personal hygiene and to prevent or minimize the spread of illness or disease. Staff will wash their hands at the following times:

- Upon arrival to the classroom
- Immediately before eating or participating in food service activities
- Immediately before feeding infants
- Before leaving the restroom, either with a child or by themselves and Diapering
- Before and after administering non-emergency first-aid to a child and medication
- Before and after water play
- After handling animals
- After blowing nose
- After coming in from the outside
- After removing gloves After sandbox play
- After cleaning
- After handling garbage

### **Children’s Hand Washing**

Staff will assist children with hand washing to maintain good personal hygiene and to prevent or minimize the spread of illness or disease. Children’s hands will be washed at the following times:

- Upon arrival to the classroom
- Before eating
- After eating
- After using the restroom and Diapering
- After nose blowing
- After handling animals After playing outside

- After sandbox play
- Before and After water play

## **Exclusion from the Center Due to Illness - Policy**

It is the goal of the Academy of Early Learning to provide a healthy environment for all children and the Staff at the Center. Children may need to be excluded from child care until the symptoms or conditions listed below are resolved or until the child's physician has evaluated the child and determines the child can return to the Center:

- Illness results in a greater need for care than the child's teachers can provide without compromising the health and safety of the other children as determined the child's teacher or the Director.
- **Vomiting or has vomited within the last 24 hours.** The child may not return for 24 hours and it has been determined that vomiting is not due to a non-communicable condition and the child is in no danger of dehydration.
- **Diarrhea or has had diarrhea within the last 24 hours.** The child may not return until diarrhea has not recurred for 24 hours.
- **Fever of 101 degrees or above with change in behavior (irritable, restless, or listless) and/or symptoms of an illness.** The child may not return until evaluated by a physician or until the child has been fever-free for a period of 24 hours, without the use of fever-reducing medications.
- **Skin rash associated with other signs of illness, fever, or change in behavior.** The child may not return until the illness has been determined by a physician to be non-communicable.
- **Covid-19-** If your child or someone in your household tests positive you are required to stay out for 5 days or until fever is gone.
- Evidence of scabies, impetigo, ringworm, etc. The child may not return until 24 hours after treatment has begun.
- Whooping cough, strep throat, or other specific contagious infection. The child may not return until evaluated by a physician
- Measles, chicken pox, rubella. - The child may not return until 6 days after the rash first appears.
- Mumps - The child may not return until 9 days after onset of parotid gland swelling.
- Hepatitis A virus infection. The child may not return until 1 week after onset or until immune serum globulin has been given to the appropriate Staff and children enrolled in the program, as directed by the responsible Health Department.
- Hepatitis B virus infection (HBV) - Children who carry HBV chronically and who have no behavioral or medical risk factors, such as aggressive behavior (biting and frequent scratching), generalized dermatitis (weeping skin lesions), or bleeding problems shall be admitted to the facility without restrictions
- Evidence of severe illness such as lethargy, unusual sleepiness, prolonged crying, obvious discomfort, difficulty breathing, uncontrollable coughing, wheezing, or poor appetite. Child may not return until symptoms have been resolved.
- Mouth sores or ulcers with drooling. The child may not return until the child's physician, or local Health Department authority states that the child non-infectious.
- Head Lice - children with head lice shall be excluded at the end of the day and shall remain excluded until one day after the first treatment has been given.

The Director/Assistant Director should be notified when the child is ill. This will alert the staff similar symptoms in other children. Also, certain **Communicable Diseases** must be reported to the local and state

Health Departments. Reporting to the Health Department will be done by the Director.

A quiet area with supervision will be provided for a mildly ill or injured child. Parents will be notified and expected to pick-up their child in a reasonable time. A reasonable time is no longer than 60 minutes.

### **Illness Report**

Incidents involving illness or minor changes in health status or behavioral concerns will be reported to the parent the day of the incident. A written Illness Report will be prepared by the Staff member who observed the incident. A copy of the report will be provided to the parent/guardian who is authorized to pick-up the child at the end of the child's day. The parent/guardian or authorized person will be asked to sign the report and a copy will be made for the child's file.

### **Accident/Incident Report**

Accident/Incident Reports are prepared for each accident/incident involving a child and must be signed by the parent/guardian or person authorized to pick-up the child the day of the accident/incident. A copy of the report will be made and placed in the child's file. Minor injuries will be handled by the staff member who has received emergency first aid training. If a serious injury occurs, paramedics will be called and the child will be transported to the nearest hospital. Under no circumstance will staff vehicles be used to transport children to the hospital. The Director, or any other staff member not counted in ratio will accompany the child to emergency services until a parent arrives.

## **Emergency Policies**

Before a child's first day in attendance at the Academy of Early Learning, an Emergency Medical Consent form must be completed and signed by the parent. This form will specify where emergency medical and dental health care should be obtained. It is the parent's responsibility to update this information as needed.

### **Medical Emergency**

If a medical emergency arises, Staff will first attempt to contact the parents or guardians, however, in some situations; i.e. non-breathing child, paramedics may need to be notified before parents/guardians. If the parents or guardians cannot be reached, Staff will contact the emergency contact person listed on the child's Parental/Guardian Emergency Medical Consent Form; this form must accompany the child to the hospital. Staff will call for paramedic help and the child will be taken to the hospital. The Director or any other staff member not counted in ratio will accompany the child to emergency services until a parent/guardian arrives. The signature on the emergency consent form gives the hospital permission to care for the child. In the event a limb is severed, the limb will be packed in ice until arrival of the paramedic unit when care will be transferred to the paramedics.

### **Dental Emergency**

If a dental emergency arises, Staff will first attempt to contact the parents or guardians. If they cannot be reached, Staff will contact the emergency contact person listed on the child's Parental Emergency Medical Consent Form; this form must accompany the child to the hospital. If needed, Staff will call for paramedic help and the child will be taken to the hospital. The Director or any other staff member not counted in ratio will accompany the child to emergency services until a parent or guardian arrives. The signature on the emergency consent form gives the hospital permission to care for the child. If tooth/teeth is knocked out, it will be placed in a container of milk to preserve the tooth/teeth for future use.

## **Emergency Care Plans for Special Health Care Needs**

Every child with special health care needs will have an emergency care plan in place upon enrollment. Every Staff person will be made aware of these special health care needs and emergency care plan. Such special health care needs may include: Asthma, Food Allergies, etc.

## **Life-Threatening Emergency**

In a life-threatening emergency situation, emergency services will be notified first. Parents will then be notified. The signature on the Parental Emergency Medical Contact Form gives the hospital permission to care for the child; this form must accompany the child to the hospital. Any child needing transport to emergency care facilities will be accompanied by the Director or Staff member not counted in ratio allowing the Center to maintain adult to child ratio during an emergency.

## **Emergency Procedures**

Emergency procedures are sent out in the employee handbook and reviewed with Staff at the time of orientation and on an annual basis. Staff will receive annual training in adult, child, and infant CPR; first aid; universal precautions and mandatory reporting of child abuse during staff workshops, with the exception of mandatory reporting of child abuse, which is renewed every five years. Staff will undergo fire and tornado emergency procedure training on a monthly basis. The Director will maintain records of fire and tornado drills. The Director and classroom teachers will check exits on a daily basis to ensure that all exits are unobstructed.

The Academy of Early Learning has written procedures for emergencies (fire, tornado, etc.) that are posted and available for parents/guardians when requested. Monthly fire and quarterly tornado drills are conducted in accordance with state law and all Staff is trained to deal with emergencies. Parents will be notified if an emergency occurs and children are moved to another site.

The Academy of Early Learning has a designated Emergency Manager that attends emergency management meetings and does semi-annual emergency management training for the Staff of the Center. This training serves as disaster/emergency preparedness for all staff and children on site.

## **Emergency Plan for Fire**

Fire escape routes are clearly marked and posted by each exit of the Center. Staff and children are trained through monthly drills to react quickly and efficiently to the building's fire alarm system. Drills are conducted once a month at different times of the day to ensure that all children and Staff are familiar with all the exit points. Infants will be placed in evacuation cribs for transport. The first teacher to the door will hold the door open as the children and teachers exit the building. The children and Staff will meet in the designated area of the parking lot. Staff will ensure that all children are accounted for. The drill will not be completed until all Staff is out of the building. The Director will turn out all lights, close all doors, check all bathrooms for children and then go to the meeting point. The children will wait for the Director to account for all children and Staff. No one will re-enter the building until the "All-Clear" signal has been given.

In the event of a real fire, 911 will be called and children will exit the building in an orderly fashion. The Cook and Assistant Director will assist with evacuation of the infant/toddler classrooms. Designated Staff will be responsible for taking the attendance books and emergency phone lists outside. Staff will ensure that all children are accounted for. The First teacher to the door will hold the door open as the children and



teachers exit the building. The children and Staff will meet in front of 2860 Coral Court. Staff will ensure again that all children are accounted for. The Director will turn out all lights, close all doors, check all bathrooms for children and then go to the meeting point. The child will wait for the Director to account for all the children and Staff. The children and Staff will remain in their designated area until emergency vehicles arrive. Parents will be notified and children will remain on the premises at the designated area until parents/guardians arrive. If evacuation of the premises is necessary, the children and Staff will walk to Midwest Physical Therapy (2451 Coral Court). Parents/guardians will be contacted and informed of the alternative pick-up site. Children and Staff may return to the Academy when fire officials have determined it is safe to do so.

### **Emergency Plan for Tornado**

Tornado drills will be conducted once a month at different times of the day to ensure that all children and Staff are familiar with the emergency procedure. The signal for a tornado drill is a blown whistle. The whistle is only used for this purpose. Designated Staff will be responsible for taking attendance books and emergency phone lists with them. The Staff will lead the children into the main corridor where they will be instructed to sit on the floor by the wall with their heads bent and arms over their heads.

In the event of a real tornado, the above procedures will be followed. The Staff and children will remain in the tornado shelter until the "All-Clear" has been sounded. If there is structural damage to the building, the Director will call 911 and then determine if it is safe to exit the building. If it is necessary to leave the Academy of Early Learning, Staff will follow evacuation guidelines as set out in the Emergency Plan for Fire.

### **Emergency Plan for Flood**

In the event of a flood, if evacuation of the premises is necessary, the children and Staff will relocate to Midwest Physical Therapy (2451 Coral Court). Designated Staff will be responsible for taking attendance books and emergency phone lists with them. Parents/guardians will be contacted and made aware of the alternative pick-up site. Children and Staff may return to the Academy when emergency management officials have determined it safe to do so.

### **Emergency Plan for Power Outage**

The Director or designated person will inform the power company of the outage. The Director or designated person will check with Staff to ensure that all children are accounted for. If it has been determined that the power outage will interfere with continued operation of the Center, parents will be contacted to immediately pick up their children. If it is necessary to evacuate the premises, the Evacuation procedures as set out in the Emergency Plan for Fire will be followed.

### **Emergency Plan for Severe Weather/Blizzard**

The Director or designated person will decide at least one hour prior to opening if the Center will be closed due to inclement weather. Parents will be notified by telephone. Closing information will also be given to local TV and radio stations.

Should severe weather develop while the Center is open, the Director or designated person will decide what action should be taken. If weather is severe enough to close the Center, parents/guardians will be contacted by telephone and asked to pick up their children as soon as possible. It is the Academy of Early Learning's policy to stay open as long as it is safe for Staff and children to remain at the Center. If children

and Staff are in danger, the Center will follow the emergency procedures as set out in the Emergency Plan for Fire.

### **Emergency Plan for Intoxicated/Substance-Impaired Person**

Staff will immediately alert the Director or designated person of the emergency situation. If time is of the essence, Staff will talk to the parent/guardian until the Director or designated person arrives. The Director/Staff will talk to the parent/guardian about the danger of taking a child or operating a vehicle while impaired due to alcohol, drugs, etc. and ask the parent if there is another adult who can be contacted to pick-up the child. The Director/Staff will focus on the welfare of the child. If the parent demands to take the child while in such a condition, the Director/Staff must release the child to the parent/guardian. If the parent does leave with the child and the Director/Staff has reason to believe the parent is impaired, the Director/Staff must act in their role as mandatory reporters and file a child abuse report to the police or DHS. The Director/Staff shall escort the parent and child to the parking lot to get the tag number, a detailed description of the vehicle and the direction of travel. The Director/Staff will then call 911 and report their findings.

### **Emergency Plan for Bomb Threat**

The Director or designated person will call 911 and inform the emergency personnel that a bomb threat has been received. The Director or designated person will follow any additional instructions provided by the emergency personnel at the time of the call. Staff and children will return to the building once the search has ceased and the building has been declared safe. If it is necessary to evacuate the premises, the evacuation procedure as set out in the Emergency Plan for Fire will be followed.

### **Emergency Plan for Chemical Spills**

In the event of a toxic spill in or near the Center is witnessed by the Director or designated person, 911 will be called immediately. Staff and children will cooperate with official personnel. Staff and children will be brought into the building to a safe location designated by official personnel and the Director or designated person. Staff and children will remain at the designated location until the "All-Clear" signal is given by emergency management officials. If evacuation is necessary, the Staff will follow the evacuation guidelines as set out in the Emergency Plan for Fire.

### **Emergency Plan for Lost or Abducted Child**

In the event of a lost child, Staff will alert the Director or designated person immediately. A complete search of the building and outside area will be conducted by the Director and Staff (only if the Staff/Child ratio can be maintained). If the child has not been found within a reasonable time, the Director or designated person will call 911 and provide a description of the child and what he/she was wearing. After calling 911, the Director or designated person will call the parents.

In the case of abduction, a description of the abductor, if available, and the child will be provided to the police. If the Director/Staff is warned in advance that an unauthorized person is coming to take a child, the child will be accompanied by Staff to a securely locked area. If an unauthorized person arrives to take the child, the person will not be admitted to the Center, no information about the child will be released, and the person will be asked to leave the premises. If the person refuses to leave, the Director or Staff will call 911.

