



**Discoveries
Learning Center, Inc.**

Located at:

**Denver Early Childhood Center
401 E. Franklin Street
Denver, IA 50622**

**Waverly Campus
403 Technology PL
Waverly, IA 50677**

Family Handbook 2017-2018

Contact Numbers:

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Welcome to Discoveries

- I. Mission, Philosophy and Goals for Children and Families**
- II. Enrollment**
- III. Fee and Vacation Policy & Procedures**
- IV. Discharge & Disclaimer Policy**
- V. Drop Off/Pick Up & Parking Policy**
- VI. Parent Communication & Parental Access Policy**
- VII. Program & Activities**
- VIII. Behavior Policy**
- IX. Health & Safety Policy**
- X. Nutrition Policy**
- XI. Biting Policy**
- XII. Additional Information**
- XIII. Access Policy**
- XIV. Emergency Procedures**

Discoveries Learning Center, Inc. - Program Policies and Procedures

WELCOME TO DISCOVERIES QPPS 10.1

We are pleased that your family has chosen Discoveries Learning Center. Brain research tells us that over 90% of a child's brain is developed before entering Kindergarten. Thank you for the opportunity to be a part of your child's important early years. We truly look forward to partnering with you during this stage of rapid growth and development.

While Discoveries has been in existence since 2004, the program adopted the Iowa Quality Preschool Program Standards (QPPS) in 2010, which are administered by the Iowa Department of Education. The QPPS were developed to establish a standard of quality for preschool programs across the state. A copy of the standards is available for your review in the office at any time.

We also welcome you to our elementary before and after school extended day programs. Comfortable classrooms and quality programming are available beginning at 6:30 AM until 6:00 PM based on the need of the family. Discoveries Learning Center is licensed by the Department of Human Services. A copy of these standards is available for you to review and a copy of the license is located on the parent board. It is the goal of Discoveries to offer you and your family a comprehensive, research-based, high-quality care experience.

I. MISSION, PHILOSOPHY AND GOALS FOR CHILDREN AND FAMILIES QPPS 10.1

Mission:

Our mission is to provide meaningful experiences, which encourage caring, learning and personal well-being. This will be accomplished by recognizing the value of each individual child. We also work to promote academic and personal growth in a challenging, nurturing and safe environment.

Philosophy of Early Childhood Education:

Children learn best through meaningful play experiences. The last decade has seen a dramatic increase in our understanding of what constitutes high-quality early education and care. Discoveries Learning Center uses valid scientific research combined with parent support and participation to guide our practices. We also rely on widely accepted standards of high-quality care, such as those described by the Quality Preschool Performance Standards (QPPS) and Iowa Early Learning Standards. Our centers and extended care services are carefully planned to be developmentally appropriate. We recognize each child's stage of development and provide curriculum according to your child's individual needs.

It is our intent to provide a homelike atmosphere that welcomes children and adults alike. As parents, you are your child's first and primary teacher. Thus, our approach includes a commitment to work with you in the best interest of your child. We invite you to visit the classroom, participate in activities or contribute in ways, which are comfortable for you.

Goals for Children:

- ♦ Children will show competency in social/emotional, physical, cognitive and language development skills.
- ♦ Children will be enthusiastic and curious learners.
- ♦ Children will be safe and healthy.

Goals for Families:

- ♦ Families will feel welcome in the classroom and school.
- ♦ Families will work with the school in a meaningful partnership to help their children be better prepared to learn to read and write.

II. Enrollment

Early Childhood Eligibility/Orientation QPPS 10.10

All early childhood programs tend to fill quickly. We strongly recommend you stop in and get a tour of the building prior to registering. When you have decided that our program is a good fit for your family, you may fill out one of our online wait list forms. We realize that waiting in line can be a hard thing to do, especially if you're waiting for something important, like a slot in one of our quality programs. This is why we try to make the process easy. Our online forms will help us gather all the necessary information about your child, and which program you would like to enroll them in. You can fill these out at www.DiscoveriesLearningCenter.com. Click on the appropriate site's form, and complete. Upon submitting the form, a Discoveries staff member will contact you via email to confirm that we received your application.

A registration open house occurs each year in early February for the upcoming school year. Registration materials will be mailed to families in the month of January.

Necessary information needed to complete the enrollment process includes:

- Completed intake packet.
- Updated physical signed by a doctor- updated annually.
- Updated immunization record signed by a nurse- updated annually.
- Paid deposit.

Admission is accepted subject to availability of space and accommodations. Families not included in the January registration will be placed on a waitlist, and will be contacted when/if addition spot becomes available. Discoveries has the right of refusal. DHS funding and Empowerment funding is available through Bremer County for qualifying families. A Back to School evening will occur each August in which your family is invited to come to school, meet the teaching staff, see the classroom and get your questions answered. Invites for this are sent to you in July.

Extended Day Eligibility (school-aged before and after school care)

Registration for our Extended Day programming occurs during the month of May. Families must complete paperwork and pay the deposit annually for extended day programming. After the month of May, classrooms will fill on a first come, first serve basis. Registration materials can be found at www.DiscoveriesLearningCenter.com.

Health Requirements QPPS 3.9, 5.1, 10.4

Prior to starting the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics. A physical form and immunization record must be turned in on or before the first day of school for your child to attend. It must then be updated annually. This is a state requirement for childcare programs. A religious exemption may be granted, although only valid when notarized.

General Information

For four year olds, the maximum class size is 20 with a teaching staff to child ratio of at least 1:10, which will be maintained to encourage adult-child interactions and promote activity among children. For three year olds, the maximum class size is 16, with a teaching staff-child ratio of 1:8. For two year olds, the maximum class size is 12, with a teaching staff-child ratio of 1:6. The program will maintain a current list of available substitutes for both the teacher and teacher assistant so that ratios are maintained.

Hours

Please note the hours of your child's program on the Discoveries pamphlet. Prior to the start time, teachers work in their classrooms prepping for the day and it is very important they be allowed to have this time. Any child dropped off more than five minutes prior to the start of the preschool session, or not picked up by 5 minutes following the end of the session will be moved into Extended Day and charged accordingly. A pick up fee past 6:00 PM of \$5 for the first 5 minutes and \$5 for each minute thereafter will be added to your bill. Center hours are 6:30AM-6:00PM.

Equal Educational Opportunity

It is the policy of Discoveries not to discriminate in its education programs or educational activities on the basis of sexual orientation, race, religion, color, national origin, marital status or disability.

Inclusion QPPS 9.10

The program makes every effort to serve all disabilities and unique learning needs. Modifications, within reason, are made in the environment in order to include children with special needs. Staff are made aware of the identified needs and are trained to follow through on specific intervention plans. Discoveries may not be the right fit for every child. If Discoveries is unable to serve the needs of the child, we will work with the family to find alternative programming.

III. Fee and Vacation Policy & Procedures

Attendance: Early Childhood

Please call Discoveries with the reason for an absence no later than 8:30 A.M. For safety's sake, if a student is absent without notification, the teaching staff will attempt to contact the family to verify the child's absence from school.

Attendance: After School Extended Day

At the beginning of the school year you will provide Discoveries with your child's typical attendance for the school year. If you deviate from this schedule, that is fine, but we need you to contact us to let us know that your child will not be getting off the bus at Discoveries on that day. Safety is our priority. If we are expecting your child, and they do not get off the bus, it can take us several minutes to track him/her down. If you pick up your child early or their plans change, be sure you are calling and leaving a message. The phone is checked every day at 2:45 for schedule changes. DO NOT use email for changes in schedule. All schedule changes are collected from the land line phones.

Attendance: Before School Extended Day

If you have a schedule change in the morning, you DO NOT need to contact us with that change. We are staffed in the mornings and we know if your child does not show up in the morning, they have not been brought in and are with the family.

Payment Schedule:

Please refer to the Payment Schedule for all current payment information and scheduling! Early Childhood school year tuition is divided up into 19 equal installments that will be billed every two weeks through the school year via email.

- Payments may be set up on auto pay from your banking institution for no fee. Payments can also be dropped in the mailbox across from both Discoveries offices.
- Following a late payment, a fee of \$10 will be assessed to all payments past Friday at 6PM. This will automatically be added to your next statement.
- A \$20 fee will be assessed for all returned checks or non-sufficient funds. After three returned checks/NSF, tuition will be payable in cash or money order only. Any payment more than two billing cycles past due can be grounds for discontinuing enrollment.
- Billing concerns can be sent to disc.extended.day@gmail.com

Vacation Policy

For all Early Childhood programming, payments are based on a school year tuition cost. Therefore, whether your child attends school or not, your tuition fee remains the same. However, you are not paying for Christmas break or Spring break when Denver and Waverly Shell Rock schools are closed. This policy is necessary in order to maintain highly qualified staff and programming and meet the program goals for services. Keep in mind, annual tuition is divided up into equal installments, so you still will receive an invoice during these two holiday weeks, but are not charged for them. If you need care during these two weeks, you may choose care based on the daily rate of the classroom.

Tax Statements

A statement of childcare costs will be provided to families by January 31 each year for the previous calendar year. Discoveries Tax ID number is 20-1085066

Inclement Weather and Childcare

Discoveries will make every attempt to remain open for its regular schedule on late starts and early dismissals, although we do reserve the right to close at 3:00 PM in severe cases. When Denver Schools or Waverly Shell Rock Schools are cancelled, Discoveries is closed. Full-time weekly tuition will remain the same as snow days are added to the end of the year with no additional cost to families. If after a late start, school is then cancelled Discoveries will allow for one hour following the time of the cancellation for parents to return to pick up any children already at Discoveries.

IV. Discharge & Disclaimer Policy

Discoveries has the right to terminate services at any time. Termination may occur for any of the following reasons, but are not limited to: failure to comply with the fee agreement and/or payment arrangements, unresolved behavior or conflict by a child, or any type of hostile situation – decisions and communication to terminate will be handled by the management team.

Discoveries has the right to make an exception to a term, policy or procedure, and has the right to make decisions on a case-by-case basis. We are not responsible for lost, broken, stolen or stained items brought from home. Families will be responsible for replacing equipment damaged by the child.

V. Drop Off/Pick Up & Parking Policy

Children may not arrive prior to 6:30 AM. Parents must accompany all children into the building upon arrival, sign their child in on the notebook by their room, and then take the child to their appropriate room. *Children may not come into the building alone or sign themselves in.* All children must be picked up and signed out by an adult or responsible sibling or babysitter.

Anyone who is allowed to pick up the child must be listed on the PICK-UP PERMISSION FORM found in the registration packet. Anyone not recognized by sight will be asked for a picture ID. If any individual other than those listed on the pick-up permission form is needed to pick-up a child, the parent must notify the office prior to that time. When dropping off and picking up your child at Denver, you may park on either side of the street in front of the building. Cars must face the direction of travel. When picking your child up at the end of the day, please be sure not to park between the cones. They are set with the expectation a bus will be arriving soon. When dropping off and picking up your child at Waverly, please utilize the parking lot and be aware that there may be other children walking in the parking lot.

VI. Parent Communication & Parental Access Policy

The program will promote communication between families and staff primarily through email. Written notes as well as informal conversations will also be used. Families are encouraged to send emails with important information so all the staff who work with the child can share the parent's communication. Parents are encouraged to maintain regular, on-going, two-way communication with the teaching staff in a manner that best meets their needs - email, in person, notes or phone calls.

Families are always welcome to visit their child in the classroom. As a safety feature, all visitors will check in at the Discoveries office. Photo identification will be required for any unknown visitor to the classroom. Court orders restricting visitation must be on file with the office and the office will notify room staff.

Home/School Partnerships QPPS 7.6

Open and honest communication between families and the preschool program is an essential component of a high quality programming. We want you to be confident that your child is being well cared for and is having a quality experience. If there is ever a time you have a concern regarding your child, we encourage you to address your concern to your child's teacher. If additional help is needed, either party may contact the program director.

As part of our program assessment, in the spring of each year, we also provide you with a family questionnaire to evaluate our program. This information helps us to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses.

Discoveries values the time spent talking and interacting with families and developing strong, reciprocal relationships. As the teacher learns from the families' expertise regarding their child's interests, approaches to learning, and developmental needs, goals for your child's growth and development can be incorporated into ongoing classroom planning. Families are encouraged to share any concerns, preferences or questions with the teachers or administration at any time. **QPPS 4.14**

Although in-person daily contact cannot be replaced, the staff rely on notes home, emails, phone calls, newsletters and bulletin boards as alternatives means to establish and maintain open, two-way communication.

Early Childhood Home Visits QPPS 4.1, 7.1

Home visits are made prior to the start of school year or within the first 30 days of starting the program. This is an opportunity for the teacher to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child's needs. This is a great time for you to share what makes your family unique, how you prefer to communicate with the teacher, and share your knowledge about your child's interests, approaches to learning, and developmental needs. You can help the teacher understand what your goals are for your child and whether you have any concerns you'd like addressed. These are optional for the family, but strongly encouraged. Your classroom teacher will explain more about these prior to school beginning in the fall.

Early Childhood Family Teacher Conferences QPPS 4.1

The preschool program will have formal family teacher conferences in the fall and spring. The teacher will send home a sheet before the conference asking you to consider what new or different goals you have for your child. During the conference the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

Transitions QPPS 7.9, 7.10

Home-school connections are crucial to the transition to kindergarten or any other program. The child's family provides the consistency and continuity necessary for a young child to be successful. Making a change from one program to another can sometimes be difficult for a young child whether the transition is within the same building or in another location. Teaching staff will partner with the family to make the transition as smooth as possible by connecting family members with the next program's staff. Preschool staff will provide information about enrollment policies and procedures, program options, and arrange for a classroom visit whenever possible.

VII. Program & Activities

Who Works At the Preschool QPPS 10.2

Program Director: There is a designated program director that supervises the preschool programs. She meets the qualifications described by Iowa DHS licensing standards.

On-Site Coordinator: There is a designed On-Site Coordinator that works closely with the Program Director. She meets the qualification described by Iowa DHS licensing standards.

Lead Teacher: Full-time four-year-old teachers are licensed by the Iowa Board of Educational Examiners and hold an early childhood endorsement. Two and three-year-olds teaching staff may or may not be fully endorsed teachers, although they have all the required qualifications as identified by Iowa DHS. **QPPS 6.3**

Teacher Assistant: A full-time teacher assistant in the classroom carries out activities under the supervision of the teacher. The teacher assistant will have specialized training in early childhood education. **QPPS 6.4**

Extended Day Staff : A part-time staff in the classroom carries out activities outside of preschool programming and/or after school.

School Nurse: The preschool will have access to two registered nurses during the day. One is an employee of Child Care Resource and Referral located in Allison. Both are current certified RN's. Both are available for parent consultation when necessary. There are not nursing services on site. **QPPS 10.10**

Support Staff: AEA 267 support staff provide resources and assistance to the teacher and classroom upon request to help all children be successful in the Early Childhood setting. Such staff may include: early childhood consultant, speech and language pathologist, social worker, occupational therapist, physical therapist or others.

Early Childhood Daily Activities QPPS 2.10, 3. 10, 3.14

A consistent daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Play is planned for every day. Listening is balanced with talking, group activities with solitary time, indoors with outdoors, quiet play with noisy play. Lesson plans for each week are posted in the classroom showing how these activities are incorporated into the daily schedule. Daily or weekly notes will be sent home to families electronically unless paper is requested. For full-day programming, the children will spend a portion of the afternoon resting or napping. For individuals who do not require more than a brief period of rest, the child will be given the opportunity to engage in quiet activities. Rest time will always be supervised. Variations will be given based on an individual's child's age and need.

Early Childhood Curriculum QPPS 2.2, 2.3

Curriculum is a framework for learning opportunities and experiences. It is the vehicle we use to reach our goals. The early childhood program uses *Creative Curriculum*, a research and evidence based comprehensive curriculum designed for young children. It describes and demonstrates how to plan a developmentally appropriate program focusing on well-organized interest areas. Its underlying philosophy draws from Jean Piaget's work on cognitive development, Erik Erikson's stages of socio-emotional development, and accepted theories of how children learn best.

As stated in The Creative Curriculum, the teacher's goals and objectives when implementing curriculum include:

- Meet the basic needs of the children (physiological, safety, belonging, esteem).
- Create an atmosphere in which children are safe, feel emotionally secure, and have a sense of belonging.
- Know and develop a positive relationship with each child.
- Follow a consistent schedule.
- Carry through on announced plans and promises.
- Set up an environment where children can find and return materials on their own.
- Provide appropriate play materials that support and challenge children's abilities.
- Help children express their feelings in constructive ways.
- Encourage children to see tasks through to completion.
- Offer children opportunities to make choices.
- Provide children with ample opportunities for creative expression.
- Allow children freedom to explore the environment.
- Permit children to get messy during play.
- Encourage children to work independently.
- Value children's ideas.
- Promote problem solving and appropriate risk taking.
- A place where learning takes place through positive relationships between and among children and adults- a community.

Early Childhood Specific Interest Areas QPPS 2.2

Through our program, each child is given the tools needed to encourage the growth of all the skills necessary for kindergarten and beyond. The interest areas at Discoveries consist of:

1. Sand and Water

- to explore with a variety of textures
- concepts of size, shape and volume; empty and full
- concepts of warm and cool, wet and damp, heavy and light
- how to play socially with others and solve problems
- to observe changes, *a science skill*

2. Table Toys and Games

- hand-eye coordination
- concepts of color, shape and location
- number concepts such as more, less, longer and shorter
- to create and reproduce patterns
- taking turns

3. Cooking

- learn about nutrition, tastes and food groups
- how heat and cold changes things
- concepts of volume and measure
- vocabulary
- whole-part relationships, *math concepts*

4. Blocks

- concepts of size, shape, length and location, *all reading and math skills*
- to create and repeat patterns, *math skill*
- exercise imagination and express ideas
- Create hypothesis and test for results, *science skill*
- cooperate with others and solve problems
- learn about the properties of wood

5. Art

- exercise imagination and creativity
- learn about how colors mix to create new colors, *science*
- learn about different textures
- Concepts of size, shape, length and height
- hand-eye coordination
- understand ideas and creations have meaning and value

6. Discovery

- new vocabulary
- concepts of how things grow
- concepts of texture, weight, size and volume
- to observe likenesses and differences
- to appreciate nature and develop and a sense of wonder

7. Music/Movement Activities

- balance and coordination
- to be conscious of the moods and rhythms of music
- to express one's self physically

8. Dramatic Play

- to be flexible in thinking and making decisions
- to try various adult roles
- to improvise and use things in a symbolic way to represent something else, *abstract thinking*
- to carry out ideas with the cooperation of others
- to exercise creativity and imagination

9. Library

- that learning to read is important, relaxing and enjoyable
- that letters on a page have meaning
- to recognize certain words seen in print
- to interpret pictures to represent words and ideas
- to use more complex language patterns
- to follow the development of thought and ideas in the plot of a story
- to express thoughts, ideas and feelings more clearly

10. Outdoor Play

- exploring the natural world
- to further develop fine and gross motor skills
- increase cardiovascular endurance resulting in better health
- a minimum one hour per day outdoors is standard in our curriculum as long as weather permits

Early Childhood programs also implement short times of Circle Time Activities in which children learn:

- to listen, sit for short time and understand spoken words
- that ideas added to the discussion have value
- to wait while others are talking
- new vocabulary words
- to remember words to songs and poems
- to be cooperative and considerate of others

It is the policy of Discoveries that the curriculum content and instructional materials utilized reflect the diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate biases. **QPPS 1.7**

Field Trips QPPS 10.11

An important learning opportunity can take place in the form of a field trip that is relevant and reinforces what has been taught in the classroom. Field trips will be in the form of walking field trips. This might include the post office, fire station, nursing home, library, grocery store or other local sites. Parents are always welcome to walk along! If a field trip does occur that requires bus transportation, parents will be notified and required to sign a separate permission form.

Water activities QPPS 5.9, 9.15

We have a water table in the classroom for children. 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. Staff supervise children by sight and sound around the water table. Toddlers and preschool age children do not participate in swimming pool activities. Elementary age students may participate in water activities, and families will be notified of such plans ahead of time.

Outside Play and Learning QPPS 5.5, 9.5-9.7

We have daily opportunities for outdoor play as the weather permits and provided the weather does not pose a threat. This allows children the opportunity to develop their large muscle skills, get exercise and be active. While at Discoveries, children's shoes need to allow safe participation in activities. During nice weather, tennis shoes with socks are the best choice for all children. Flat sandals with a secure heel strap are okay, but sandals with heels, thin straps or flip flops do not promote safe active play. Snow boots are needed during winter months to allow for play in snow. In order to make sure that your child can play comfortably outside it is important to dress him/her according to the weather. When it is cold outside he/she needs a warm coat, mittens or gloves and a hat (labeled with your child's name). For the warmer days dressing your child in lightweight clothing is just as important.

We use the Weather Channel for DENVER, IOWA, and WAVERLY, IOWA to determine if the Wind Chill Factor or Heat Index is safe for outdoor play. When temperature and wind chill are at 0 degrees or below, children remain inside for play, In cases when we cannot go outside, children have the opportunity for large motor play indoors.

Preschool Child Assessment Opportunities QPPS 2.2, 2.3, 2.5, 4.2, 4.5, 7.3

It is Discoveries belief that assessment of young children should be purposeful, developmentally appropriate, and take place in a natural setting by familiar adults. The results will be used for planning experiences for the children and to guide instruction. Assessment will never be used to label children or to include or exclude them from a program. All results will be kept confidential, placed in each child's file, and stored in a secure filing cabinet.

Children are assessed in the following ways:

- *Creative Curriculum Gold Assessment*
- Pre-Academic skills checklist
- Observation notes and anecdotal records
- Students will also be assessed in vision and hearing during the year.

The information from the above is used in the following ways:

- To provide information about children's needs, interests, and abilities in order to plan developmentally appropriate experiences for them;
- To provide information to parents about their children's developmental milestones in a development portfolio
- To indicate possible areas that requires additional assessment.

Preschool GOLD Assessment Process- allowing for adaptations and modifications of curriculum QPPS 2.2, 2.3, 2.5, 2.6, 7.3, 7.5

Creative Curriculum helps students use the classroom environment productively and see themselves as capable learners. A carefully organized and print-rich setting is the foundation of the curriculum. *Creative Curriculum* focuses on 36 objectives and dimensions, which define the learning objectives and growth goals for children. Teachers record written observations on children regularly and input observations into an assessment tool called *Creative Curriculum GOLD*.

Assessment information will be shared formally with families during Parent Teacher Conferences in the fall and spring. The preschool teacher will communicate weekly regarding children's activities. Informal conferences are always welcome and can be requested at any time.

If, through observation or information on the *Gold Assessment*, the teacher feels that there is a possible issue related to a developmental delay or other special need, she/he will communicate this to the family during a conference, sharing documentation of the concern. Suggestions for next steps may include a request made to staff that work closely with Denver Schools for support and ideas or more formalized testing. **QPPS 4.5, 7.4**

Discoveries Program Evaluation

Discoveries is evaluated through three processes:

1. Iowa Quality Preschool Program Standards (4 year old programming.) The evaluation process includes gathering evidence in all areas of program functioning, including policies and procedures, program quality, children's progress and learning, family involvement and satisfaction, and community awareness and satisfaction.
2. Iowa Department of Human Services (all programs): This evaluation process occurs annually and is a thorough review of the entire program.
3. QRS (Quality Rating System) (all programs): This is a voluntary Iowa initiative intended to raise the quality of care in Iowa and educate families on what quality care looks like.

A report of the evaluation findings is available to be shared with families.

VIII. Behavior Policy

Child Guidance and Discipline QPPS 1.11

Teaching staff will equitably use positive guidance, redirection and planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent, clear rules and involve children in problem solving to foster the child's own ability to become self-disciplined. Teaching staff will encourage children to respect other people, to be fair, respect property and learn to be responsible for their actions. Teaching staff will use discipline that is consistent, clear, and understandable to the child. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs and learn turn taking.

Challenging Behavior QPPS 1.2, 1.8, 1.9, 1.10

All classroom staff are expected to be responsive, respectful and purposeful. The teachers anticipate and take steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. When children have challenging behaviors teachers promote pro-social behavior by:

- Interacting in a respectful manner with all children.
- Modeling turn taking and sharing as well as caring behaviors.
- Helping children negotiate their interactions with one another and with shared materials.
- Engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group.
- Encouraging children to listen to one another and helping them to provide comfort when others are sad or distressed.

Teaching staff will guide children to develop self-control and orderly conduct in relationship to peers and adults. Children will be taught social, communication, and emotional regulation skills. If a child displays persistent, serious, and challenging behavior, the teaching staff, parents, and AEA support staff will work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

Aggressive physical behavior toward staff or children is unacceptable. Teaching staff will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior.

Permissible Methods of Discipline:

For acts of aggression and fighting (biting, scratching, hitting) staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors rather than punishing them for having problems they have not yet learned to solve. In addition, staff may: (1) Separate the children involved; (2) Immediately comfort the individual who was injured; (3) Care for any injury suffered by the victim involved in the incident.; (4) Notify parents or legal guardians of children involved in the incident; (5) Review the adequacy of the teaching staff supervision, appropriateness of program activities and administrative corrective action if it is a subsequent recurrence.

Prohibited Practices

The program does not, and will not, employ any of the following disciplinary procedures:

1. Harsh or abusive tone of voice with the children nor make threats or derogatory remarks.
2. Physical punishment, including spanking, hitting, shaking, or grabbing.
3. Any punishment that would humiliate, frighten, or subject a child to neglect.
4. Withhold nor threaten to withhold food as a form of discipline.

IX. Health & Safety Policy

Denver site:

building doors at Discoveries are locked during the day. Access may be granted by using a key-card or by ringing the doorbell. Each family will be issued up to two key-cards for access to the Discoveries building during normal operating hours. Key cards are costly and loss of a key-card will result in a \$15 charge on your billing invoice. In the event of a lost or stolen card, please notify Discoveries as soon as possible so that it may be deactivated.

Waverly Site: Discoveries doors will be unlocked at peak drop-off and bus times. During other times of daily operation, access to the building may be gained by pressing the doorbell in the entryway. Parents will then for staff to grant you admittance. Parents must only access the building through the front door.

Waverly Site-Carey: Parents picking up their children from Carey Elementary may only access the building from the 9th Ave entrance. No other parts of the building (i.e.: classrooms or lockers,) are open to parents or students in the Discoveries Extended Day program.

Sunscreen and Insect Repellent QPPS 5.6

With written permission, parents may supply sunscreen or sunblock with UVB and UVA protection of SPF 30 or higher to be applied to your child's exposed skin. You may also supply your child with an insect repellent containing DEET only, which will be given with your written permission, no more than once a day to protect your child from insect bites when the public health authorities recommend its use. Sunscreen and insect repellent forms are part of your intake packet. Sunscreen will only be applied if supplied by the family.

Health and Immunization Certificates QPPS 5.1

Prior to beginning the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics.

When a child is overdue for any routine health services, parents, legal guardians, or both provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunizations for which parents are using religious exemption.

Health and Safety Records QPPS 10.10

Health and safety information collected from families will be maintained on file for each child in a locked cabinet. Files are kept current and updated as needed. The content of the file is confidential, but available to administrators or teaching staff, the child's parent or legal guardian and regulatory authorities, upon request.

Child Health and Safety Records will include: QPPS 5.1

1. Current information about any health insurance coverage required for treatment in an emergency;
2. Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results;
3. Current emergency contact information for each child, that is kept up-to-date by a specified method during the year;
4. Names of individuals authorized by the family to have access to health information about the child;
5. Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);
6. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support; and **QPPS 10.14**
7. Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff will implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

Illness Policy and Exclusion of Sick Children QPPS 5.3, 5.4

Children will be checked daily for health status. Signs of illness will constitute a formal evaluation by center staff and the director. Sick children are not to be brought to the center and shall not be allowed to remain at the center. Certain illnesses will necessitate the temporary removal of a child from the center.

Child Illness

1. Teachers will observe each child's physical condition for symptoms of illness as he/she arrives at the center and periodically throughout the day.
2. If the child exhibits any of the symptoms of illness in the exclusionary policy section listed below, he/she will not be allowed to attend the center. If the child develops these symptoms during the day the child will be removed

from the classroom and lay down in the office or somewhere supervised in the classroom away from the children and the parent will be contacted to pick up the child.

a. Elevated temperature

- If a child has a temperature of 100.0, the parent will be notified. If there are no other signs of illness, the parent may choose whether or not to remove the child.
- If a child has a temperature of 100.0 along with other symptoms of diarrhea, vomiting, rash, sore throat, swollen glands, red and runny eyes, coughing, or sneezing, the parent will be asked to pick up the child.
- If the child's temperature is 101.0, the child must be picked up from the center and not return until fever free for 24 hours without the use of Tylenol or other fever reducing medication.

b. Vomiting

- If a child vomits while at the Center, parents will be notified and asked to pick up the child. Children should remain free of vomiting for 24 hours before returning to school.

c. Diarrhea

- If the child has one loose or bloody bowel, parents will be notified. If the child has diarrhea twice in the day with no other symptoms, parents will be contacted and may be asked to come and get the child.
- If the child has one diarrhea with any other symptoms of illness, the parents will be asked to come and get the child.

d. Sore throat and swollen glands (signs of strep)

e. Abdominal pain for more than two hours or intermittent pain associated with fever or other symptoms.

f. Red eyes with thick yellow drainage (signs of conjunctivitis).

3. Children must be able to participate comfortably in all center activities. If a child requires greater care than the staff determines they can provide without compromising their ability to care for other children, the family will be asked to take the child home.

Contagious disease notification

1. Parents will be notified of their child's exposure to a contagious disease through written notices that will be sent home.
2. Notification will include information about date of exposure and disease.
3. Parents should notify the Center if their child contracts a contagious disease.

Return Policy

1. Return policies for specific illnesses are listed below.
2. If a child is on antibiotics, the child must have been on this medication for at least 24 hours before returning to the center.
3. When a child is removed from the Discoveries, the parent will be informed of the return policy based on the child's illness.
4. Any child who attends the Discoveries must be well enough to participate in all program activities, both inside and outside.

Exclusionary policy

The following exclusionary policies will be enforced: (Please note: this is not a complete list. Illnesses not on this list will be handled on an individual basis)

- Chicken Pox and Shingles- Child must not attend Center. All parents will be notified of outbreak. Child may return one week from onset or when sores are dried and crusted.
- Conjunctivitis- If the child has thick yellow drainage from the eyes, the child may not attend the Center. Child may return 24 hours after beginning treatment for bacterial conjunctivitis.
- Diarrhea- Child must not attend Center if diarrhea cannot be contained in a toilet or if diarrhea has occurred twice while in care. Diarrhea medication will not be administered at the center. Child may return 24 hours after last occurrence of diarrhea or when diagnosed as non-contagious by a physician.

- Fever- Child must not attend the Center if fever is 101.0 F. A child must not attend center if fever is 100.0 F and has other symptoms. Child may return when he/she has been fever-free for 24 hours without the use of fever-reducing medication.
- Head Lice- Child will be referred for treatment. Child may return after beginning treatment.
- Hepatitis A- Child must not attend center. All parents will be notified of outbreak. Child may return seven days after onset of illness or as directed by the health department.
- Hepatitis B- Child must be excluded from the Center if: weeping sores are present that cannot be covered; biting or scratching behavior-or behavior changes with a fever; a bleeding problem; generalized dermatitis that may produce wounds or weepy tissue fluids.
- Herpes- Child with open sores that cannot be covered must not attend Center. Child may return when sores are dried and crusted.
- Impetigo- Child must not attend Center. Child may return 24 hours after beginning treatment and/or all lesions are crusted.
- Strep -Child may not attend Center. Child may return 24 hours after beginning antibiotic treatment and no fever.
- Measles/Rubella- Child must not attend Center. All parents will be notified of outbreak. Child may return six days after the onset of the rash.
- Meningitis- Child must not attend Center. Physician must confirm type. Center must notify all parents. Child may return after disease prevention measures have been completed. Must have a written release from a physician.
- Mumps- Child must not attend Center. All parents must be notified of outbreak. Child may return five days after onset of swelling.
- Pertussis/Whooping Cough (All children attending the center must provide evidence of immunization against)- Child must not attend Center. All parents must be notified by staff. Child may return five days after starting medication. Must have a written release from a physician.
- Pertussis Rash- Staff will notify parent if rash is observed. If rash spreads or is accompanied by another symptom, the child must leave the center. Child may return with a written physician's note stating rash has been diagnosed as non-contagious.
- Respiratory infection/Severe(uncontrolled cough, difficult breathing or wheezing)- Child must not attend Center. Child may return with written note from a physician.
- Respiratory infection/Unspecified (common cold with no fever)- A child without fever who has mild to moderate symptoms may attend the Center.
- Stomach ache- Child may not attend Center if pain is severe or lasts more than two hours or is intermittent and child has other symptoms. Child may return when pain resolves.
- Vomiting- Child may not attend Center if vomiting has occurred twice in 24 hours (with no other symptoms) or once in 24 hours when accompanied by fever or lethargy. Child may return 24 hours after last occurrence of vomiting or when diagnosed as non-contagious by a physician.
- Influenza A (H1N1)- Symptoms of the flu typically include fever (100 degrees Fahrenheit or above orally), cough, sore throat, runny or stuffy nose, body aches, headache, and feeling very tired. Some people may also vomit or have diarrhea. Children and staff with a flu-like illness should stay home for 24 hours after they no longer have a fever (without having to use fever-reducing medicines).

Reporting Communicable Diseases QPPS 5.4

Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and what the families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur.

Medication Policies and Procedures QPPS 5.10

Policy: Discoveries staff will administer medication to children with written approval of the parent and an order from a health provider for a specific child. Medication administration will be limited to situations where an agreement to give medicine outside preschool hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

Procedure: Medication during school hours only if the parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that is child-resistant. Those who will administer medications have specific training and a written performance evaluation, updated annually by a health professional on the practice of the five right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each time the medication is given. Medication errors will be controlled by checking and recording these five right practices each time medication is given. Should a medication error occur, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the school.

Medications are labeled with the child's first and last names, the date the prescription was filled or the recommendations obtained from the child's health care provider, the name of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and the instructions on how to store it. It will remain locked.

A medication log will be maintained by the school staff to record the instructions for giving the medication, consent obtained from the parent or legal guardian, amount, the time of administration, and the person who administered each dose of medication.

All medications must be turned in to the office. Medication cannot be left in a child's backpack.

Cleaning and Sanitizing QPPS 9.11

The facility will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and the area will be cleaned immediately.

- Toys and surfaces will be disinfected using a non-toxic solution. To disinfect, the surfaces will be sprayed until glossy. The solution will be left on for 1 minute, or it may be allowed to air dry.
- Discoveries eating and cooking non-disposable items follow the required soap-water, rinse, solution-water and air-dry method.
- Machine washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. **QPPS 5.24**

Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents.

Routine cleaning will be supervised by the preschool teacher and will follow the Cleaning and Sanitation Frequency Table in the QPPS manual. Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure of the children. All cleaning products will be used as directed by the manufacturer's label. Nontoxic substances will be used whenever possible.

First Aid Kit QPPS 9.13

A first aid kit is located in every classroom next to the door and readily available for adult use. It is fully equipped according to guidance from Healthy Child Care Iowa. Monthly, the contents are inspected and missing or used items replaced immediately. The first aid kit is taken to the outdoor play areas as well as on field trips and outings away from the site.

Fire Safety QPPS 9.14

A fire extinguisher is installed in the preschool classrooms with a tag indicating its annual service date. The fire alarm system is serviced annually. Carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted monthly and recorded on a log.

Notification of Accidents or Incidents

In the event that your child receives a minor, non-life threatening injury during their time at preschool, the teacher will assess the situation and apply first aid as needed. Minor cuts and scrapes will be treated with soap and water and bumps will be treated by applying ice to the injured area. Any incident or injuries will be documented on an "Injury and Illness" form and a copy will be given to the parent within 24 hours of the incident.

Emergency Contacts

The telephone numbers of the Fire Department, Police Department and Poison Control is posted inside each door and on the parent board. Emergency contact information for each child will be kept readily available. The list of emergency telephone numbers, and copies of emergency contact information and authorization for emergency transport will be taken along anytime children leave the facility in the care of facility staff.

Substance Abuse

As mandatory reporters, Discoveries will need to report to Iowa DHS and local police anyone leaving the site with a child that appears to be impaired by alcohol or drugs.

Smoke Free Facility QPPS 9.19

In compliance with the Iowa Smoke free Air Act of 2008, all Discoveries sites and grounds are smoke free. A "No Smoking" sign meeting the law's requirements is posted at all entrances. No smoking is allowed on the school grounds or within sight of any children.

X. Nutrition Policy QPPS 5.13, 5.14, 5.21

Meals and snack times are planned so that no child eats more than one and a half hours after the center opens and that no child goes longer than three hours between meals. For this reason, please do not send any outside food or drink with your child, other than water. This is especially true for first thing in the morning. If your child needs to eat before breakfast time, this needs to be done at home or on the way to the center.

Typical early childhood meal times at Discoveries are:

Breakfast: 8:15 AM

Lunch: 11:15 AM

Snack: 2: 15 PM

Typical Extended Day snacks at Discoveries are:

Breakfast: 7:15-7:35

Snack: all PM snacks will be served before 4:00 PM

Breakfast and Snacks QPPS 5.12

These are provided by Discoveries on a two-week rotating menu. These menus are posted in the kitchen and meet the CACFP food guidelines. Students are not allowed to bring in their own breakfast or snack items into the classrooms. This is consistent with recommended practices. Early Childhood eats breakfast at 8:15 and elementary has a breakfast served for 15 minutes in the mornings, but may not be available past 7:35 so clean up can occur before the bus arrives.

Lunches QPPS 5.12, 5.13, 5.14

Denver Site: Lunch for the two and three-year-all day students is provided by Discoveries and purchased from Denver Schools. It is included in the price of tuition. Cold lunch for this age group is not allowed. For the Denver four-year-old

Voluntary Preschool Program full day children, school lunches can be purchased through Denver Schools. A school menu can be found by clicking on school lunch at www.denver.cyclones.com. If you are interested in sending a sack lunch with your four year old, that is a choice you can make.

Waverly Site: Lunch is provided to all full time preschool students. It is included in the price of tuition. Cold lunch is not allowed at Discoveries Waverly Site. All lunches follow CACFP Guidelines.

Please note:

We are required by the state to ensure all children under 5 have healthy meals and must require that the lunch include healthy choices and follow CACFP guidelines. These guidelines are available on-line. Sack lunches need to be prepared and transported in a sanitary fashion. Food brought from home will be labeled with the child's name and date. Children will not be allowed to share food provided by family unless the food is intended for sharing with all of the children.

Leftover sack lunch items will be discarded unless it is a commercially wrapped product that was never opened by your child. NO foods shall be served or delivered that are over 110 degrees. **QPPS 5.18**

Celebrations QPPS 5.13

Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. Accordingly, students who wish to bring treats for the class on their birthday may do so. Food that comes from home for sharing among the class must be either whole fruits or commercially prepared or store bought, pre-packaged foods in sealed containers. Those who have summer birthdays are welcome to choose a school day to celebrate with their class. Invitations to parties outside of school that do not include either the whole class, or all the boys or all the girls of the class, cannot be distributed at school.

Allergy Information

If your child has a food allergy or a food they are unable to eat while in care, we are required that this be documented on the Food Action Plan provided by Discoveries. Per policy, the form needs to be signed by both the family and a doctor. Each allergy case will be dealt with on an individual basis as described on the action plan. If there are foods your child cannot eat, they must be individually listed. Families will be asked to provide alternative foods or beverages as needed to accommodate needs.

Communication Plan for Staff and Parents:

Staff and volunteers will receive a written copy of this policy in their orientation packets before beginning work at the center. Office personnel will share the Food Allergy Action Plan with caregivers and provide training (if necessary) to staff directly in contact with the child. Food allergies are posted in classroom and food preparation areas Small, red stop signs will be used where the child sits as a last form of assurance.

XI. Biting Policy

Biting is a common and a developmentally appropriate behavior in young children. Experts in the field of child development report that biting occurs chiefly as a result of a child's incapacity to communicate. Children may become upset by a new experience, and may bite as a response. While biting during the early childhood years is developmentally appropriate, it is upsetting to parents and caregivers when it occurs. The goal of our policy is to replace the child's undesirable behavior with more effective ways of communication and to ensure the health and safety of everyone in our program. The following is a plan of our preemptive strategies:

- When children bite out of frustration or anger, behavior will be redirected to some other activity and/or will be shown an alternate way to communicate what they want. We will encourage the use of language to express wants and needs.
- Parents will be notified if their child is bitten at school. However in order to protect the privacy of all our families, parents will not be informed of the biter.
- If a child bites frequently, staff will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and maintaining a log to help track the behavior. Conferences with parents may also be utilized to discuss the child's actions at home, search for outside resources, etc.
- Biting incidents will be communicated to the parents of the biter to ensure staff and parents are working together to understand and prevent this behavior.

In order to ensure the safety of all children, if all attempts to stop chronic biting fail we reserve the right to remove the biting child from the program.

XII. Additional Information

Ethics and Confidentiality QPPS 4.1

Staff follow an important code of ethics to guide their involvement with children and families. It is essential to protect the confidentiality of all information concerning children and their families. No information about any particular child shall be shared with any other family. We continually strive to model such qualities as patience, tolerance, cooperation, acceptance, understanding of others, and enthusiasm for children as well as for other adults. All staff will receive the

Children's Records QPPS 10.10

Student records containing personally identifiable information, except for directory information, are confidential. The files are kept updated by families. While the content of the file is confidential, it is immediately available to:

- Administrators or teaching staff who have legitimate need
- Parents and legal guardians
- Regulatory authorities

Discoveries Advisory Committee QPPS 7.2

Discoveries Preschool has a preschool advisory committee composed of staff and parents. This group meets twice a year to provide feedback on services that meet children and family needs. They also serve as a sounding board for new ideas and services. Let us know if you are interested in serving on this committee.

Volunteer Opportunities QPPS 7.1

Parents are encouraged to participate in the following ways:

- Be a representative on our advisory committee
- Complete the annual survey
- Participate in our walking field trips
- Be a business partner
- Come in and read or present your occupation or special collection to the class
- Donate new or slightly used items for the classroom

Clothing- Early Childhood

Your child will be learning through active play that can sometimes be messy. Your child should wear comfortable, washable clothing. You will be asked to send an extra set of clothing appropriate for the season. Please clearly label this clothing with your child's name to reduce the possibility of mistakes. Please ensure your child has an extra set of clothes.

Toilet Learning QPPS 5.7

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:

1. Diapering will only be done in the designated diaper area which is a mat that will be placed in the bathroom.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards: Standard 5, Criteria 7:
3. Potty chairs will not be used due to the risk of spreading infectious diarrhea.
4. Families are asked to provide an extra set of clothing for their child in case of an "accident". Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

Objects From Home

Please encourage your child not to bring special toys from home. Many classrooms pass around a Sharing Bag in which children will have the opportunity to share special toys with the class. Student of the Week may also occur where

students will have the opportunity to share many special items from home. Elementary aged families are asked to keep all personal items in their bag. Electronic gaming systems, phones and trading cards will not be allowed at Extended Day unless for a special occasion in which you will have prior notice.

Classroom Animals and Pets QPPS 5.26

If a classroom desires, they may have a classroom fish to be responsible for. Pets from home may be shared with the group outside on the playground.

XIII. Access Policy

Centers are responsible for ensuring the safety of the children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and 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, nor be counted in the staff to child ratio.
**It is imperative that centers not allow people who have not had a record check to assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.
2. Persons who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities.
3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their site manager or other management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the "intruder in the center" procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
 - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
 - b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child to and from the center.
 - (a) The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - (b) If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 - (i) The precise location in the center where the sex offender may be present.
 - (ii) The reason for the sex offender's presence at the facility.
 - (iii) The duration of the sex offender's presence.
 - (iv) Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 - (v) The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

XIV. Emergency Procedures

Medical Emergencies QPPS 10.13

Discoveries has in place a "Safety Procedures Booklet" that describes the following situations and procedures to follow. In cases of evacuation, the staff will walk the students to the Denver Elementary School gym.

- Emergency phone numbers – these are in each classroom and are taken with them wherever they go.
- Evacuations – if the students are evacuated, they will walk to the following sites per location: Denver: Denver Elementary Gym; Waverly: Goodwill; Waverly-Carey: VFW Post.

- Fire & bomb threat procedures: We will activate the fire alarm, which will sound throughout the building and create flashing lights. Children will be evacuated according to the diagram posted in their room or as directed by the police. A head-count will be taken before and after the evacuation to ensure accountability. In case of inclement weather, the children will be transported to the evacuation site by school bus. First aid kits and emergency information will be taken with the staff and children.
- Utility Failures (electric power failure, water line break, gas line break): In case of a power outage, we will remain in the building as long as the conditions allow/or the power returns. If evacuation due to a utility failure is deemed necessary, the children will evacuate to their site's designated Evacuation Site. If the call is made to close Discoveries, parents should come as soon as possible. A head count will be taken before and after the evacuation to ensure accountability.
- Severe weather/Tornado procedures: We will activate the tornado siren, which will sound throughout the building. The children will be escorted to the tornado safe area according to the diagram posted in their room. A head-count will be taken before and after the evacuation to ensure accountability. In case of structural damage to the building, the children will be transported to the evacuation site by school bus.
- Physical Threats/Armed Intruder: In the case of an intruder entering the building and creating a hostile situation, a designated code will be put out to alert other team members of the situation and to alert them to phone the police. If possible, children will be taken to a designated safe area in the building. The center will then proceed as directed by the police.
- Intoxicated Parent or Visitor: If an intoxicated parent attempts to pick up his/her child, the on-site supervisor will contact an emergency contact and request that they pick up the child. The on-site supervisor will then inform the intoxicated parent of the pick-up plan. If we are unable to reach an emergency contact, the child must be allowed to leave with the parent. The on-site supervisor will then inform the parent that the police will be immediately contacted concerning the incident. An intoxicated visitor will be asked to leave the center immediately, and the parent of whom the visitor was there to see will be contacted.
- Crisis Intervention Plan, Crisis Intervention Steps, and Media Procedures
- Accidental Injury or Illness procedures for life threatening and non-life threatening situations

This booklet will be distributed to parents at the start of the school year, and can be found in the office at any time. The booklet will be reviewed by each staff member at the beginning of each school year and when changes are made.

Closing Remarks

We truly hope your family has a wonderful experience while at Discoveries. It is our hope that we can exchange ideas to combine our efforts in providing a stimulating and discovery-filled learning experience for children and ourselves. Please feel free to call the center director with any questions about the content of this handbook.

*Sincerely,
Discoveries Staff*