

Hinton Little Hawks Preschool & Daycare



Parent Handbook
Phone: 947-4339

Welcome to the Hinton Community Preschool/Daycare. Please take a moment to review the following pages to familiarize yourself with the Preschool's operation.

Hinton Community Preschool Purpose

- To provide a safe, positive, loving atmosphere where children can learn and grow at their own pace.
- To provide age appropriate activities and learning materials to provide hands-on learning.
- Accept each child's individual needs and meet them to the best of our ability.
- To learn and grow ourselves as teachers in order to provide the highest quality care and learning for the children.
- To make preschool and daycare a positive and happy foundation for the children and their families to proceed on in life, remembering that what we do here touches lives forever.
- To never be a substitute for parents, BUT be someone the child can count on for friendship, fairness, guidance, encouragement, love, and acceptance no matter what the child's behavior pattern.
- Always remember that each child is a very special, very important person with deep feelings and each has something to contribute.

Preschool Organization

The Preschool is incorporated as a non-profit organization. The Hinton Board of Directors makes policy and financial decisions. A Parent Advisory Council is elected to meet regularly to coordinate programs, fund-raisers and plan special events. Interested parents should notify the Program Director of their willingness to participate.

ADMISSION POLICY:

Hinton Community Preschool is an early childhood care and education facility organized to serve the needs of the community of Hinton. It is committed to providing equal care and attention to all children.

Hinton Community Preschool extends enrollment to Hinton community children between the ages of three to five without regard for sex, race, creed, country or origin or disability. All children are enrolled on a trial basis. If after a trial period, the center is unable to meet a child's needs, parents will be given a minimum of a two week notice to enable the parent ample time to identify care that is better suited to meet the child's needs.

Children with special needs will be included for admission when the Director and licensing agencies determine that the center can meet the needs of the child without affecting the care for the rest of the children.

ADMISSION PROCEDURE:

Follow the steps below:

1. Complete the Enrollment Forms and Emergency Information.
2. Have your child's pediatrician fill out an original Immunization Record and Health Inventory
3. Contact the Program Director and make an appointment. Plan to bring your child to the interview. The Enrollment Agreement and Financial Agreement forms will be completed at this time. A \$30 registration fee will be paid. Please allow one hour to enroll your child.

Making friends, learning unfamiliar routines and trusting new adults is a tremendous task for a young child. Filling out all of the paperwork may seem time consuming and unnecessary, but it enables our staff to help your child make an easy transition and insure a positive, secure experience. Children must be potty trained.

APPLICATION FORMS:

Preschool Application Forms are available on the Hinton School website under the headings Forms or Preschool or by using the link below.

<http://www.hintonschool.com/forms/PDF/Preschool%20Application.pdf>

Please return completed application to:

Superintendent's Office
315 W. Grand
Hinton, IA 51024

WAITING LIST:

The Preschool maintains a waiting list established on a first come, first served basis. When a space becomes available, the Program Director contacts families that are first on the waiting list.

DISMISSAL POLICY:

The center has a right to dismiss a child if the child:

- is continually abusive to other children, staff, or property
- endangers their safety or the safety of other
- is habitually unresponsive to adult direction
- uses foul or abusive language or actions to other students or teachers
- if the parent fails to pay their billed fees

The parent will be notified by the director if situations occur that could eventually lead to a dismissal if not remedied. This contract will be documented in writing.

If the problem continues to occur, a conference will be held and a behavior plan will be established between the parent and the center to correct the situation.

If the plan does not succeed, the center will give a one week notice of the termination of the contract.

Fees and Services

HOURS OF OPERATION:

The Hinton Community Preschool operates on a schedule that reflects the varied needs of the parents. The center opens at 7:00 AM and closes at 6:00 PM.

The Preschool will be closed on the following holidays: Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve and Christmas Day, New Year's Eve (December 31st), New Year's Day (January 1st), Memorial Day, Fourth of July, and the Friday before Easter. You will be charged for these days or you may use a vacation day.

LATE PICK UP:

If for any reason, a parent arrives at the center beyond the scheduled closing time of 6:00 PM, this will result in a charge of \$10 for any part of the first 15 minutes and \$5 for any part of each subsequent 15-minute increment beyond that time. If after 30 minutes, the child is not yet picked up the Department of Human Services and/or Police will be contacted. The clock in the office area will be the determining clock. Payment is due at the time of pick-up.

INCLEMENT WEATHER:

Little Hawks Preschool/Daycare will follow the same policies as the Hinton School. If Hinton School is late or cancelled due to weather, then Little Hawks Preschool/Daycare will also be late or cancelled.

CHILDREN SERVED:

The Hinton Community Preschool provides care to children between the ages of three years and five years. After school care is available to school age children provided by the SOAR program.

The chart that follows represents classroom size as defined by state licensing requirements according to the age of the child. Hinton Community Preschool places children in age- appropriate groups according to the child's developmental age rather than chronological age

- Three Years - One to every 8 children
- Four Years - One to every 12 children
- Five Years - One to every 15 children

TUITION:

The Preschool operates on a weekly/monthly basis. Children are enrolled on the following schedule.

Payment is to be made in advance (Monday) of the week. Tuition rate increases may be made with a one month notice. Tuition is due at the beginning of each week. Tuition cannot accrue more than two weeks, if so, \$10 fee will be charged. If tuition is repeatedly unpaid, termination will result. The Director will update account balances on a weekly basis. The Preschool reserves the right to terminate agreement.

CHECK CHARGE:

Parents will be charged a fee if any check is returned for insufficient funds. If funds are insufficient more than twice during the year the center reserves the right to charge a payment deposit equivalent to one payment.

*Full-Day/Full Time Enrollment Tuition -
\$110.00 a week 4-year-old class (Must be 4 by Sept. 15)
\$110.00 a week 3-year-old class (Must be 3 by Sept. 15)

*Half-Day/Part Time Enrollment Tuition -
\$50.00 a week 4-year-old class (Must be 4 by Sept. 15)

TUITION: DISCOUNT

A discount is offered to families with more than one child enrolled in the Hinton Community Preschool/Daycare. If two children are enrolled a 10% discount is applied to the oldest child's tuition. If three or more children are enrolled a 20% discount is applied to the oldest child's tuition.

SCHOLARSHIPS AVAILABLE:

Preschool tuition scholarships are available through Northwest Iowa Community Empowerment for children from a wide range of family incomes who attend Hinton Preschool because we have agreed to meet state quality standards. Please visit with the director if you would like to inquire about this hassle-free benefit.

WITHDRAWAL:

Parents are asked to give the Preschool a two week notice of withdrawal. This enables the Preschool to prepare your child and his/her friends for the transition and to fill the resulting vacancy. When withdrawing from the Preschool, tuition is due during the two-week notice period.

SCHEDULE CHANGE/VACATION TIME:

Please allow the Program Director 1 week notice of any changes in your child's schedule.

5 vacation days during the school year and 5 during summer hours. These may be used for Holidays. A \$50 "holding fee" will be charged to withdraw your child for summer.

PICK UP & DROP OFF:

- Parents are required to check the child in and out daily using the sign-in, sign-out sheet posted in the child's classroom. Parents are to personally escort their child into the Preschool each morning and inform the staff that the child has arrived. In the afternoon, parents must sign-out using the same system and notify staff that they are leaving with their child.
- Parents are asked to inform staff of schedule changes such as late arrival or early pick-up so they can accommodate the change into the schedule.
- Written or telephone notification must accompany any individual who picks up your child and is listed on the Emergency Card. Written notification with parent's signature personally presented by the parent is the only acceptable notification if your child is to leave with someone not listed on the card. Your child will not be released to anyone without proper verification. It is up to you to keep this verification up to date.
- Please park in the designated, short-term spaces in the parking lot when coming to the Preschool. You assume full responsibility for your child when outside of the Preschool.
- Do not leave your engine running.
- Do not leave children in your car unattended.
- Hold your child(ren)'s hand when walking to and from the Preschool. Be alert for moving vehicles.
- Children will not be allowed to go with a parent under the influence of alcohol. It is our policy that a child will not be released from the center if it is suspected that the person who is picking up the child is intoxicated and/or under the influence of drugs. We will call someone on your pick-up or emergency list. Care providers will not attempt to handle an intoxicated parent. The provider will notify police for consultation.

ABSENTEEISM:

Parents are asked to call the center by 8:45 AM on days their child will not attend. Parents are responsible for payment if the child does not attend.

On days that there is no school (DK-12), parents are asked to sign up if planning on attending that day. Failure to attend when a student has signed up will result in a \$5.00 additional fee for the week.

INSURANCE:

The Preschool is aware that when there is a large group of children playing together there may be some accidents. Thus, the school makes available a low cost accident policy. (The plan is available

for In-school or 24 hour coverage.) Students are not required to purchase this insurance. The school makes no profit and only offers it as service to the student body. Information concerning the insurance is handed out at school registration time and is due, with payment, one week following the first day of class. If you do not register school age children at registration, you can request information from the director.

Your Child's Day

ITEMS TO BRING:

Extra set of clothes, outdoor clothes, and blanket for naptime--label all items

CLOTHING:

Children will be actively involved in their day, meaning paint might be spilled or puddles might be splashed through. Durable, washable clothes are a must, for we would rather see a child freely explore than worry about getting dirty.

We go out almost daily. We recommend that children be dressed appropriately on inclement days.

Each child must have an extra change of clothes in case of an accident. These clothes must be labeled and brought in to be stored in the cubbies or in your child's individual changing table basket. Any outerwear must be labeled to avoid confusion. Soiled clothes will be returned in a plastic bag at the end of the day.

TOYS:

Toys must not be brought into the Preschool unless they are brought in for show and share on the child's assigned day. The toys will stay on the teacher's desk or other designated place until sharing time and then be returned afterwards. Soft toys brought in for cot time will be stored with the cots.

MEALS:

Your child will have the opportunity to be served a nutritionally balanced, morning snack, lunch, and an afternoon snack. The Hinton School meal service will provide lunch. Snacks will be provided. Menus are included in the mailing of the school newspaper, The Blackhawk. Children with special diets will be accommodated into the program when a physician's note detailing the food sensitivities is given to the Director or Supervisor.

VISITATION:

Parents may visit the program at any time. We recommend that during the initial three weeks of school that parents not visit. This helps the children and staff to establish a routine.

COT TIME:

After an active morning and full lunch the children rest on cots for part of the afternoon. They may either lie quietly or fall asleep. A favorite blanket, stuffed animal or doll may be brought in from

home to make the child more comfortable during rest time. Blankets are to go home on Friday and laundered over the weekend.

BIRTHDAYS:

Birthdays are special days and the Hinton Preschool staff likes to be in on the fun. Check with the classroom staff prior to the birthday regarding the amount of sweets that you bring in. We ask that all birthday treats be stored bought or pre-packaged.

OUTDOOR PLAY:

Part of every day is spent outside except in extreme inclement weather. Children should be dressed appropriately so that they can stay warm and enjoy being outside.

DISCIPLINE:

It is the belief of the Hinton Community Preschool that all discipline matters should be resolved at the lowest possible level. Staffs are alert to recognizing warning signals of potential problems and intercede whenever necessary. Children are encouraged to "problem-solve" rather than use their hands or teeth. Staff is always nearby to help work through difficulties.

Our philosophy is that social skills must be practiced. The staff will demonstrate appropriate behavior to other adults and to the children and are prepared to keep reminding and practicing with the children as often as is necessary. The staff are not permitted to physically reprimand (slap or hit) a child.

The Preschool does not permit any abusive behavior or language on the premises by a parent towards any child, staff member, parent and/or other person affiliated with the center. Failure to comply with this policy may be grounds for immediate termination of services.

LABELING:

Label all items that come from home. This is to protect your child's health and safety as well as to prevent loss of possessions. The Preschool is not liable for lost items. Label all items with permanent ink.

LOCKER/CUBBIES:

Your child will have a locker in the hallway. Please, place outer clothing and boots in the locker. Parent letters, notices, and art work will be put in the cubbies. Cubbies are located in the room.

FIELD TRIPS:

Throughout the year the children will go on field trips. A parent letter or notice will be posted or sent home before a field trip.

WALKS:

On nice days, the children may be taken on walks. At registration, a permission slip will need to be signed for the school year.

SUPPLIES:

Two times per year a supply list will be sent home with your child.

Health and Safety

MEDICAL/DENTAL EMERGENCY PLAN:

In the event that a child suffers a medical/dental emergency while at our center or on a center sponsored field trip, the staff person in charge will immediately contact the Director. She will make every effort to contact the parents or designated person. If the situation requires immediate medical assistance, 911 will be called. One staff person will accompany child to the hospital. At least one staff person will stay with the remaining children.

ACCIDENT OR INJURY:

If a child is injured during the day and medical attention is required, the parent will be notified to come pick up their child. If the situation is an emergency, the parent will be asked to meet the staff member and the child at the closest hospital emergency room. It is vital for parents to keep emergency information up-to-date and inform staff of temporary or permanent changes of address, phone numbers, emergency contact people and immunizations.

ACCIDENT REPORT:

An accident report will be written when your child is injured. When picking your child up please sign and date the report and leave at the preschool for your child's file. You will receive a copy of the report.

INCIDENT REPORT:

If your child harms another child or staff, you will receive a report notifying you of the incident. When picking your child up please sign and date the report and leave at the Preschool for your child's file. You will receive a copy of the report.

ILLNESS:

A healthy environment is an important factor at the center. Children are happier and are more open to learning when they feel alert and energetic. In order to maintain this standard of health, parents are not to bring children to the Preschool with any of the following conditions:

- A temperature 100 or greater

MEDICATION POLICY:

- All prescription medications brought to the center have to be in a container appropriately labeled by the pharmacist or physician.
- All over the counter medications have to be in their original container.
- The school will supply secure storage for any medication.
- Any medication that needs to be given will be given by the school RN.
- A medication authorization form will need to be filled out by the physician and signed by the parent for any medication that needs to be given longer than two weeks.
- Any prescribed or over the counter medications must be accompanied by a parent-signed Medication Consent form. Staff cannot administer any medication without these forms. The link to the form is included at the end of this site.

CONFIDENTIALITY:

As childcare providers we keep all children and their families' information confidential. This includes children's behavior, illnesses, and any information pertaining to them. Please, respect this by not asking the staff about another child.

Other Policies and Information

ACCESS POLICY:

Centers are responsible for ensuring the safety of 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.
 - *"Unrestricted access" means that a person has contact with a child alone or is directly responsible for child care.**
 - *"It is imperative that centers not allow people who have not had a record check 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. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.
 - *"Supervision" means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.**
 - *"Monitoring" means to be in charge of ensuring proper conduct of others.**
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 another 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 or ward to and from the center.
 - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the center where the sex offender may be present.
 2. The reason for the sex offender's presence at the facility.
 3. The duration of the sex offender's presence.
 4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 5. 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.

This policy will be included in the parent handbook that is distributed to the parents at the start of school.

07/10

HINTON "LITTLE HAWKS" PRESCHOOL AND DAYCARE POLICY ON CHILDREN'S ACTS OF AGGRESSION/BITING:

Aggressive acts, both intentional and unintentional, occur in child care settings. Biting and hitting and other aggressive acts may be manifestations of different emotional feelings at different ages.

1) Acts of aggression can be a form of communication. Biting is almost always a response to the child's needs not being met or coping with a challenge or stressor. Children will not be labeled as "biters" because such labels harm children's self-perceptions and intensify biting behaviors (Zero to Three 2010).

The Hinton "Little Hawks" Preschool and Daycare has adopted the Positive Behavioral Interventions and Supports (PBIS) strategies and techniques as the basis for handling classroom management and behavior problems.

2) The Hinton "Little Hawks" Preschool and Daycare will respond to incidents of biting and other acts of aggression in the following manner:

Staff will ensure that all children are safe.

Staff will provide needed first aid and attention to the child or staff member who was bitten or injured, showing concern and support for that child or staff member.

Staff will use appropriate behavioral management techniques as defined in the Hinton "Little Hawks" Preschool and Daycare Discipline Policy including:

- Maintaining proper adult-child ratio
- Providing an adequate number of toys and materials
- Redirection
- Positive, Descriptive Phrase
- Planned Ignoring
- Choices
- Positive reinforcement
- Teaching and Re-teaching appropriate behaviors
- Role-Modeling
- Natural Consequences
- Adult proximity to children with problematic behaviors
- Removal from the group (Time Out)

3) In the event of a child biting, hitting, or otherwise injuring another child or adult, the Hinton "Little Hawks" Preschool and Daycare teacher will assess the adequacy of caregiver supervision and the context and environment in which the injury occurred. Assessment will include:

- Quality of relationship between the child and staff
 - Staff knowledge of child's needs, interests, routines, and preferences
- Environmental influences
 - Availability of adequate toys and materials
 - Layout of classroom (quiet centers, open spaces)
- Social/Emotional Supports
 - Daily routines
 - Transitions times
 - Redirection
- Staff training

4) The child who was bitten or injured will be given immediate first aid, care, and concern. The child with the challenging behavior will be taught in a caring and firm way that the behavior is unacceptable. The above mentioned strategies will be implemented.

5) Incident reports for the injured child will be completed by the staff with knowledge of the incident.

6) Behavior Incident Report will be completed by the staff with knowledge of the incident for the child who bit , and will include:

- Problem behavior
- Location of incident
- Activity
- Others involved
- Possible motivation
- Strategy/Consequence

7) Hinton "Little Hawks" Preschool will maintain the highest level of confidentiality in order to enable children and their families to comfortably share information with staff resulting in an environment in which the staff is able to fully and adequately meet the needs of the child and the child's family, the staff maintains a high level of professionalism, and to insure compliance with all

applicable State and Federal laws and regulations. The name of the child who bit or caused injury will be kept confidential as well of the name of the child who was bitten or injured.

8) All Hinton "Little Hawks" Preschool and Daycare staff will maintain current training in First Aid and CPR taught by the Health/Nutrition staff under the American Red Cross Providers Agreement.

- Clean wound with soap and water
- Apply cold pack to affected area
- Refer to Nurse, Parent, or emergency services as needed for care

CHILDREN WITH HEALTH CONCERNS:

Children with special health care needs will be identified by the registration form, verbal health history from parent, health concerns brought by the classroom teacher, and screening that identify problem areas and refer to appropriate professionals.

When a special health concern is identified the Health/Nutrition Manager. Parents will be asked to sign release of information forms so that medical history can be provided from the child's health care provider.

When appropriate, a Care Plan will be written and signatures will be obtained from the parent, health care provider, and school nurse to indicate an agreement of the plan.

Medications needed during school hours will be included on the Care Plan. Physician's authorization and orders, parent consent, and staff training for medication will be put in place before medication is given.

SPECIAL DIET/FOOD ALLERGY:

Little Hawks Preschool and Daycare will meet nutritional needs and feeding requirements of all children including children with disabilities and children with special medical, dietary, or religious needs.

Children with disabilities and children with special medical (allergies to foods), dietary, or religious needs, will be identified by the health history form, verbal health history from parent, and health concerns brought by the classroom teacher.

When a food allergy is identified the School Health Staff or Classroom Teacher will provide the parent/guardian with an *Allergy Action Plan* to be completed by the child's health care provider and parent/guardian.

The School Health Staff will provide the classroom with the name of the child and the special diet requirement. This information is confidential and will not be shared with other parents or students.

Special diets will be posted using a letter code for children's names in the kitchen area of the classroom.

When a special dietary concern is identified the School Health Staff will ask parents/guardian to sign release of information form or have the child's health care provider to send appropriate information to the school. The School Health Staff will work with Classroom teachers and other school staff to implement dietary changes. When appropriate, a Care Plan will be written and signatures will be obtained from the parent, health care provider, and health nutrition manager to indicate an agreement of the plan.

HEALTH CARE PLANS:

Health Care Plans will be written by the school nurse and carried out by the staff for children with classroom health care needs.

Health Care Plans will provide health instruction for the non-health care professionals in the classroom who are expected to monitor and provide for students under the professional nurse's direction.

When a health concern that requires monitoring or action by the staff is identified:

- The nurse will review concern and any documentation provided by the parent.
- A Care Plan that addresses the child's individual needs, procedures, and needed health assistance will be written.
- Parents/guardians will be given a copy of the plan and signatures of parent/guardian, physician, and nurse will be obtained.
- The classroom teacher/assistant will be given a copy of the plan along with any training necessary.

ADMINISTRATION OF MEDICINE:

Students may need to take prescription or non-prescription medication during school hours.

Any medication distributed in school longer than 2 weeks requires a doctor's authorization.

The school must know the medications a student is taking in the event the student has a reaction or illness. Written instructions for administration of the medication must be provided as well as parental authorization to administer the medication. Medication is held in a locked cabinet and distributed by the school nurse. Medication must be in the original container with the following information either on the container or in the instruction sheet: name of the student; name of the medication; directions for use including dosage, times and duration.

CHILD ABUSE REPORTING:

All certified employees who, in the course of their employment, come into contact with a student under the age of 18 who they believe or have reason to believe has been the victim of child abuse shall report such child abuse or suspected child abuse under the provisions of this policy. Employees are also mandatory reporters of harassment - name calling, bullying, inappropriate touch, sexual remarks, etc.

REQUIRED REPORTS:

A. A report of suspected child abuse must be made when a certificated school employee believes or has reason to believe that a child has suffered abuse. "Abuse" shall be defined as follows:

1. Any non-accidental physical injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.
2. The commission of any sexual abuse with or to a child, as defined by law, because of the acts or omissions of the person responsible for the care of the child.
3. The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's health and welfare when financially able to do so.

B. School employees shall not contact the child's family to determine the cause of the suspected abuse.

C. Any personal interview or physical inspection of the child shall be conducted in a professional manner and, unless rapport may be destroyed, in the presence of another employee. The student should not be physically examined without the student's consent.

MANNER OF REPORTING:

A. All instances of suspected child abuse shall be reported directly to the Department of Human Services orally by telephone or otherwise within twenty four (24) hours of observation of the suspected instance of child abuse.

B. Within forty eight (48) hours after the oral report, the reporting employee shall also make a written report directly to the Department of Human Services.

C. As much of the following information as is known by the reporting employee shall be included in the oral and the written report:

1. The names of the child and his or her parents and any other person believed to be responsible for the student's care and their home address.
2. The child's present address or whereabouts if different from the home address.
3. The child's age.
4. The nature and extent of the child's injuries and any evidence of previous injuries.
5. The names, ages, and conditions of their children in the household.
6. Any other information, which the employee believes, might be helpful in establishing the cause of the injury or the identity of the person responsible for the injury, or in providing assistance for the child.

D. The employee filing a written report with the Department of Human Services shall keep an identical copy of the report until it can be verified that the Department has documentation of the report. Upon such verification, the employee's copy may be destroyed.

E. Reporting employees shall not be required to notify their principal or person in charge of the attendance center of suspected instances of child abuse.

F. Reporting employees who wish to notify their principal or person in charge of the attendance center of suspected instances of child abuse must notify the Department of Human Services in writing within thirty (30) days of the date on which they notify their principal or person in charge of the attendance center of the suspected instance of child abuse. The written notice to the Department of Human services shall include the name of the recipient of the information, and the date and the purpose of the report made to the recipient. Iowa Code Section 235A.2 1 provides that the failure to comply with the requirement that written notice of re-dissemination be given to the Department of Human Services constitutes a simple misdemeanor.

G. Certified employees may take photographs of the areas of trauma visible on a child if photographic equipment is readily available. In the event that photographs are taken, the Department of Human Services shall be so notified.

H. If the reporting employee has reason to believe that immediate protection for the child is advisable, that reporting employee shall also make an oral report to an appropriate law enforcement agency.

DEPARTMENT OF HUMAN SERVICES CONTACTS IN REGARD TO CHILD ABUSE:

A. In the event an investigator from the Department of Human Services wishes to talk to students, employees or an injured child who has been the subject of a child abuse report, the principal or person in charge of the attendance center shall exercise discretion as to such contacts within the guidelines found in paragraph B.

B. An investigator may be allowed by the principal or other person in charge of the attendance center to talk to a child who is the subject of a report when other access is not easily available to the investigator. The principal or person in charge of the attendance center may use his or her discretion to determine whether to notify the parents before an interview. The principal or person in charge of the attendance center shall notify the parents after the interview if they had not been previously notified. Interviews with students should take into account their age and maturity level. Consideration shall be given to contacting the other students' parents prior to the interview. Interviews with students should be conducted in the presence of a professional employee. Interviews with employees should be conducted so that unnecessary interference with the operation of the school does not occur.

CHILD ABUSE IDENTIFICATION AND REPORTING TRAINING:

A. The Board shall provide child abuse identification and reporting training ("training") within guidelines established by the Superintendent.

B. All employees, whose employment with the District began on or after July 1, 1985 shall complete child abuse training to become certified by the State Department. Training is done on the Internet. The elementary principal has the instructions and password for completing the training.

C. Employees who have been certified while employed by another district and who are subsequently employed by the District either shall provide the Director of Employee Relations with verification of training or shall arrange for training at the beginning of employment.

D. After employees have completed their training, they shall be required to complete any additional training every five (5) years.

E. All employees, who have completed training from the District or AEA 12, shall receive a certificate setting forth the facts relevant to the training. The District or AEA 12 shall maintain a record of this training.

PENALTIES:

A. Any willful failure by an employee to make a report as provided in these rules may result in disciplinary action against that employee.

B. Such disciplinary action may include termination from employment.

ASBESTOS:

Each year the school is required by the Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) to advise all students, employees and school patrons of the presence of asbestos in our school building. To our knowledge, only non-friable asbestos (floor tile) exists in our building. All the friable asbestos identified in our asbestos management plan has been removed.

In accordance with the AHERA, the school, in cooperation with NW AEA, conducts an inspection of our facility every three years. A copy of the results of this inspection and a copy of the management plan are available for public inspection in the Superintendent's office during normal office hours.

To the best of our knowledge, there are no levels of lead, radon, or hazardous materials that pose a health risk.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES:

(Code No. 402.3)

Physical or sexual abuse of students by employees will not be tolerated. The definition of employees includes those who work for pay and those who are volunteers of the school district under the direction and control of the school district.

The school district will respond promptly to allegations of abuse of student by school district employees by investigation or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

All allegations should be made to the Level I investigator or alternate investigator, if the Level I investigator is unavailable.

Level I Investigator

Tina Zimney, School Nurse

Alternate Investigator

Pete Stuerman, 4-8 Principal