



**Fort Madison Community School District
L'il Bloodhounds
Preschool**

Handbook

Fort Madison Elementary School

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WELCOME TO FORT MADISON COMMUNITY PRESCHOOL

Dear Preschool Families,

Welcome to the Fort Madison Elementary School Preschool Program! We are excited to have your family join our school community. Beginning preschool is an exciting milestone, and we are honored to partner with your family during these important early years of learning and growth.

At Fort Madison Elementary School, we believe every child deserves a safe, caring, and engaging environment where they are encouraged to explore, create, ask questions, and develop a love of learning. Our preschool program is designed to nurture the whole child by supporting social-emotional growth, developing early academic skills through play-based learning, and fostering independence and confidence.

We also believe that families are a child's first and most important teachers. A strong partnership between home and school creates the foundation for student success. We encourage open communication and welcome your questions, ideas, and involvement throughout the year. Together, we can provide the support and encouragement your child needs to thrive.

Our preschool staff is committed to creating classrooms where every child feels welcomed, valued, and respected. We celebrate each child's unique strengths while providing opportunities to build friendships, develop problem-solving skills, and discover the joy of learning.

This handbook has been developed to answer many of the questions you may have about our preschool program, including daily routines, expectations, policies, and procedures. We encourage you to review it carefully and keep it as a resource throughout the year.

Thank you for trusting us with your child's education. We look forward to building lasting relationships with your family and making your preschool experience a positive and memorable one.

Welcome to Fort Madison Elementary School, we're glad you're here!

Sincerely,

The Fort Madison Elementary School Administration

MISSION, VALUES, AND GOALS

Mission

The mission of the Fort Madison Community School District is to ensure all students learn the academic and life skills necessary for personal success and responsible living.

Beliefs

We believe:

- Everyone can learn,
- Education is the responsibility of family, students, community, and school,
- Learning is best achieved in a safe and nurturing environment,
- All people will be treated with respect,
- A commitment to community is essential,
- Effort is necessary for growth,
- And learning is a life-long process.

Vision Statement:

We see the Fort Madison Community School District as a place where:

- Every student receives a strong academic foundation and experiences social success
- Every student graduates and is well prepared and confident with an education that enables them to pursue whatever role in life they wish
- Highly motivated, knowledgeable and caring staff members strive to attain the highest educational achievement for each student
- District-wide leadership supports students and faculty with continuous, system-wide improvements of learning and teaching practices guided by research-based professional development
- Parents, citizens and the business community provide generous support to benefit every student in the entire district
- An integrated learning system provides a district-wide focus to align curriculum and quality learning environments with community and business/industry interests to ensure all students achieve at high levels
- District staff and community members communicate in meaningful ways to pursue the district's mission of success for all students.

Goals:

- All students in FMCS D will learn through a rigorous curriculum with an emphasis on higher-order thinking skills in order to solve complex problems.
- All students in FMCS D will be prepared with the necessary life and social skills for success after graduation.

ENROLLMENT

Equal Educational Opportunity

It is the policy of the Fort Madison Community School District 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. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator, Trisha Hager at 319-372-7252. Inquiries may also be directed in writing to the Director of the region VII Office of Civil Rights, US Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294. Procedures and levels are outlined in district policy for resolving complaints and are available upon request from the curriculum director's office.

Eligibility

Children must be four years of age prior to September 15th of the current school year to be eligible for the free Statewide Voluntary Preschool program. The district offers a paid program for three-year-olds. Pre-registration will begin in the spring of the year. Pre-registration materials are available from the Ft. Madison Elementary office or YKIDS. Final registration will occur in the summer.

Hours

Children attend on a weekly schedule (see below). The preschool follows the district school [calendar](#).

Ft. Madison Li'l Bloodhounds 3-year-old :

AM sessions: 8:30 am - 11:00am Monday- Thursday

PM sessions: 12:30 am-3:00 pm Monday- Thursday

Ft. Madison Li'l Bloodhounds 4-year-old

AM sessions: Monday-Friday 8:30 am-11:00 am

PM Session: Monday-Friday 12:30 pm - 3:00 pm

YKids :

AM session: 8:45-11:15 Monday-Thursday PM session: 12:45- 3:15 Monday-Thursday

Inclusion

The preschool program serves all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children and their families. The preschool facilities meet the Americans with Disabilities Act accessibility requirements.

PRESCHOOL PROGRAMMING

The state of Iowa has established a teaching staff to child ratio that will be maintained at all times to encourage adult child interactions.

Program Administrator

The elementary principal/director is designated as the program administrator supervising the preschool program. The principal/director meets all qualifications described in the Iowa Quality Preschool Program Standards.

Teacher

One full-time teacher licensed by the Iowa Board of Educational Examiners and holding early childhood and special education endorsements is assigned to each Li'l Bloodhounds preschool classroom.

Teacher Assistant

A full-time teacher assistant in the classroom carries out activities under the supervision of the teacher. To the greatest extent possible, the teacher assistant will have specialized training in early childhood education.

School Nurse/Lee County Health Department

The preschool will have access to a school nurse or Lee County Health Department resources. The school nurse is employed full-time, is a certified RN, and is recertified every three years. The director/school nurse maintains student health records by updating them quarterly, and attends to the health needs of the students while they are at school. She is available for parent consultation when necessary. The nurse/Lee County Health Department can be reached by phone.

Support Staff

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

MULTI-TIERED SYSTEM OF SUPPORT/CURRICULUM

The Fort Madison Community School district implements a Multi-Tiered System of Supports district-wide. The preschool program uses *Creative Curriculum!*, a research and evidence-based comprehensive curriculum designed for three to five-year-olds. It addresses all areas of early learning: language and literacy, math, science, physical skills, and social skills. It is based on thematic units familiar and meaningful to young children. It provides children an opportunity to learn in a variety of ways - through play, problem solving, movement, art, music, drawing and writing, listening, and storytelling.

CHILD ASSESSMENT

Children are assessed in the following ways:

Teaching Strategies GOLD online is modified to align with the Iowa Quality Preschool Program Standards and Creative Curriculum. It records student progress in all developmental areas at the beginning, middle and end of the year.

- Observational data provides an ongoing anecdotal record of each child's progress during daily activities.
- Child portfolios are organized by the teaching staff and include the assessments, observational data, and child work samples collected on an on-going basis.
- Families are asked to contribute information about their child's progress. Young children often show different skills in different settings. Working together, the teaching staff and families can gather a complete picture of a child's growth and development.

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

CHILD BEHAVIOR AND DISCIPLINE

At FMCS, child behavior and discipline expectations are guided by a positive behavioral intervention and support system (PBIS). All students follow schoolwide expectations in the form of safe, responsible and respectful behavior.

CHALLENGING BEHAVIOR

The teaching staff in the preschool is highly trained, responsive, respectful, and purposeful. The staff has been trained in Early Childhood Positive Behavior Intervention Supports (ECPBIS) and undergoes training periodically throughout the year. 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 prosocial 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

Children will be taught social, communication, and emotional regulation skills. If a child displays persistent, serious, and challenging behavior, the teaching staff, parents, intervention specialists and AEA support staff, when appropriate, 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.

SNACKS, FOODS & NUTRITION

Children attending an AM session may choose to have breakfast before class begins. A snack may also be served. Children attending the PM session may choose to have lunch before class begins and a snack may also be served.

OUTSIDE PLAYING & LEARNING

We have daily opportunities for outdoor play.: We use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat Index is safe for outdoor play.

In order to make sure that your child can play comfortably outside it is important to dress them according to the weather. When it is cold outside they need a warm coat, mittens or gloves and a hat (labeled with your child's name). For the warmer days dressing your child lightly is just as important. For those in-between days dressing your child in layers is a practical idea.

CLOTHING

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes to school. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur. Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

TOILET LEARNING

Toilet learning is an important time in a child's development. Staff will follow all diapering and toileting guidelines set forth in the Iowa Quality Preschool Programs Standards.

OBJECTS FROM HOME

Because the preschool program provides ample toys and learning materials for your child, we ask that you refrain from bringing or limit items brought from home. The program cannot be responsible for lost or damaged items brought from home.

WEAPON POLICY

No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any real weapon or a look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other buildings or premises used for school functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item that resembles or appears to be a weapon. Weapons and other dangerous objects and look-alikes will be confiscated from students, parents will be notified and students may be subject to disciplinary action.

CLASSROOM ANIMALS & PETS

No live animals are to be inside the Fort Madison Community School District buildings or classrooms at any time.

OUTSIDE FOOD

Food that comes from home for sharing among the children must be commercially prepared packaged foods in factory-sealed containers. The teacher will provide families a list of foods meeting the USDA's Child and Adult Care Food Program guidelines.

COMMUNICATION WITH FAMILIES

The program will promote communication between families and staff by using Seesaw, written notes as well as informal conversations or e-mail on a regular basis. Families are encouraged to send written notes or messages through Seesaw 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, Seesaw or phone calls.

OPEN DOOR POLICY

Parents and legal guardians are welcome to visit the preschool classroom when students are not present or during designated parent/teacher conference nights or school wide events. As a safety feature, all parents and visitors will check in at the office or the front desk.

ARRIVAL & DEPARTURE

All motor vehicle transportation provided by parents, legal guardians or others designated by parents or legal guardians will include the use of age-appropriate, and size-appropriate seat restraints. All children should be safely restrained in the proper child seats.

When arriving at the PK-2 parking area, please pull up to the front of the preschool doors (during afternoon pick up, traffic cones will designate that area). Staff will assist you upon arrival.

Other than parents or legal guardians, only persons with prior written authorization (Parent Consent Form) will be allowed to pick up a child from the school. Anyone who is unfamiliar to teaching staff, including authorized individuals, will be asked to present photo identification before a child is released to them. All persons authorized to pick up children must be in Powerschool. Late arrivals and early departures must check in at the main office.

If your child rides the school bus to school, the teaching staff will go to each bus as it arrives to greet and assist the student off the bus. At dismissal, teaching staff will accompany each student to the bus and assist the student onto the bus.

TRANSPORTATION

The Fort Madison Community School District will provide school bus transportation for preschoolers who have qualified for specialized transportation via special education programming and services. This plan will address special equipment, staffing and care in the vehicle during transport. Any accommodations indicated in the child's Individualized Educational Program (IEP) will be implemented as described.

FIELD TRIPS

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. The district school buses are used for these field trips. A parent or legal guardian must sign an informed consent form for trips for each child.

ATTENDANCE

Students who are enrolled for classes in the Fort Madison Community School District are expected to be in school for the full session and are expected to be punctual in their arrival and departure. Students are not expected to be absent any more than is necessary for health reasons or appointments. Irregular attendance interferes with the progress of your child and others as teachers find themselves taking class time to repeat information and make adjustments for those students who have been absent. Please call the elementary office or preschool with the reason for an absence no later than 8:30 A.M. if your child will be absent for the morning session and by 12:30 for the afternoon session. For safety's sake, if a student is absent without notification, the school secretary/teaching staff will attempt to contact the family to verify the child's absence from school.

ETHICS & CONFIDENTIALITY

All teaching staff will receive training on ethics and confidentiality on the National Association for the Education of Young Children's Code of Ethical Conduct as part of their orientation.

CHILDREN'S RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the district's administration office.

Parents or guardians will be asked to sign a release of information form should they or the school request information be shared with another agency, stating to whom the information is to be released, the reason or purpose for the release of information, when it expires, and ways the parents can withdraw permission if they choose to do so.

GRIEVANCE POLICY

Open and honest communication between families and the preschool program is an essential component of a high quality early childhood program. 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 want to encourage you to address your concern to your child's teacher. If additional help is needed, either party may ask for the assistance from the PK-2 Elementary Principal..

If you have a concern regarding some aspect of the program or policy, please contact Christina Schelich, the district administrator for the preschool. If you remain dissatisfied, you may contact the Superintendent of Fort Madison Community School District.

FAMILY INVOLVEMENT

Teachers and administrators use a variety of formal and informal ways to become acquainted with and learn from families about their family structure. Home visits are conducted at the beginning of the school year. Program staff communicate with families on at least a weekly basis regarding children's activities and developmental milestones, shared care-giving issues, and other information that affects the well-being of their children. Family/teacher conferences are held in both fall and spring, as well as when either party requests. At least one family event is held during the year.

Preschool staff rely on notes home, emails, phone calls, and Seesaw as alternatives to establish and maintain open, two-way communication.

It is the policy of the Fort Madison Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Trisha Hager 1930 Ave. M, (319)372-7252, trisha.hager@fmcscd.org

The school district will, to the extent possible, provide full opportunities for meaningful participation of the families with children with limited English proficiency, families with children with disabilities, including providing information and school reports in an understandable and uniform format and, including alternative formats on request, and, to the extent possible, in a language families understand.

The school district believes that families should be supported in making decisions about services that their children may need. The teaching staff will provide information to families about available community resources and assist as requested in helping the family make connections.

HOME VISITS

Home visits are made prior to the start of school. This is an opportunity for the preschool 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. Parents are encouraged to utilize notes home, emails, phone calls, and Seesaw to establish and maintain open, two-way communication.

FAMILY TEACHER CONFERENCES

The preschool program will have formal family teacher conferences at the same time as the elementary school - fall and spring. The teacher may send home a sheet before the conference asking you to consider what new skills you see your child developing at home or in the community, to think about what you'd like more information about the classroom, and whether you have new or different goals 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.

HEALTH AND SAFETY

Fort Madison Community Preschool is committed to promoting wellness and to safeguard the health and safety of children and adults who participate in our program. In order to provide a safe and secure environment for every child and adult, we follow guidelines required by the Quality Preschool Program Standards, regulatory agencies and pediatric authorities in the field.

HEALTH & IMMUNIZATION CERTIFICATES

Within six weeks after a child begins 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 immunization for which parents are using religious exemption.

HEALTH & SAFETY RECORDS

Health and safety information collected from families will be maintained on file for each child in the school nurse's office. Files are kept current by updating as needed, but at least quarterly.

Child Health and Safety Records will include:

- 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;
- Current emergency contact and insurance information for each child, that is kept up to date by a specified method during the year;
 - The state of Iowa offers insurance through the HAWK-I insurance program with low premium options for families that cannot afford regular insurance costs. See your child's teacher for an I-HAWK brochure.
- Names of individuals authorized by the family to have access to health information about the child;
- 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);
- 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;
- 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 implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

GENERAL HEALTH & SAFETY GUIDELINES

- All staff must be alert to the health of each child, known allergies, or special medical conditions.
- Under the supervision of the preschool teacher, all staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff are to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff are familiar with evacuation routes and procedures.
- All teaching staff complete "Occupational Exposure to Bloodborne Pathogens" annually.
- At least one staff member who has a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.

ILLNESS POLICY & EXCLUSION OF SICK CHILDREN

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- fever greater than 100 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge

The center's established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

When a child develops signs of an illness during their day at preschool, parents, legal guardians, or other persons authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child.

REPORTING COMMUNICABLE DISEASES

The health risk to immunosuppressed students is determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

It is the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease. (See FMCS Policy 507.03)

MEDICATION POLICIES & PROCEDURES

Policy: The school will administer medication to children with written approval of the parent and an order from a health provider for a specific child. Because administration of medication in the school is a safety hazard, 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: The school nurse coordinates and/or administers 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. Any other person who would administer medication has 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 right 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.

For prescription medications, parents or legal guardians will provide the school with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage, and disposal instructions.

A medication log will be maintained by the school nursing 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. Spills, reactions, and refusal to take medication will be noted on this log.

CLEANING & SANITIZATION

The facility will be maintained with proper cleaning and sanitation procedures.

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.

Staff and students will wash their hands throughout the day on a regular basis and as needed to maintain hygienic health and safety for cleaning and sanitization purposes.

FIRST AID KIT

A first aid kit is located in the preschool classroom. It is inaccessible to children, but readily available for adult use. It is fully equipped according to guidance from Healthy Child Care Iowa. Following each use of the First Aid kit, the contents will be inspected and missing or used items replaced immediately. The First Aid kit will be inspected monthly. 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

A fire extinguisher is installed in the preschool classroom or hallway by the classroom with a tag indicating its annual service date. Students are taught fire safety procedures and will participate in routine fire safety drills.

MEDICAL EMERGENCIES; NOTIFICATION OF ACCIDENTS OR INCIDENTS

The Fort Madison Community School District has in place a "Safety Procedures Booklet" that describes the following situations and procedures to follow:

- Emergency phone numbers
- Fire procedures
- Utility Failures (electric power failure, water line break, gas line break)
- Severe weather
- Bomb threats
- Physical Threats/Armed Intruder
- Evacuations
- Crisis Intervention Plan, Crisis Intervention Steps, and Media Procedures
- Accidental Injury or Illness procedures for life-threatening and non-life-threatening situations
- School crisis team members and a checklist to use
- List of CPR/First Aid experienced persons in each building

This booklet will be readily accessible to adults and near the first aid kit. The emergency procedures document will be reviewed by each staff member at the beginning of each school year and when changes are made to it.

In the event that your child receives a minor, non-life-threatening injury during their time at preschool, our teacher will assess the situation and determine if your child requires nursing care. Any incident or injuries will be documented on an "Injury and Illness" form or nurse's log, and parents will be called by the end of the school day.

All staff will have immediate access to a phone that allows them to summon help in an emergency. Emergency contact information for each child and staff member 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.

INCLEMENT WEATHER

In the event that the Fort Madison Community Schools must be closed due to bad weather, we will notify school patrons by text message, email and district website. You may sign up for the Iowa School Alerts via the school website.

PROTECTIONS FROM HAZARDS & ENVIRONMENTAL HEALTH

FMES is committed to student safety in the educational setting. Program staff work diligently to protect children and adults from all recognized hazards within the learning setting(s).

SMOKE-FREE FACILITY

In compliance with the Iowa Smokefree Air Act of 2008, Fort Madison Community School buildings and grounds are smoke-free. No smoking is allowed on the school grounds or within sight of any children.

CHILD PROTECTION POLICIES

The health and well-being of every child in our care is of the utmost importance and the protection of children is our responsibility. The program has written school board policy for reporting child abuse and neglect as well as procedures in place that comply with applicable federal, state, and local laws. The policy includes requirements for staff to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the appropriate local agencies. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious. All teaching staff complete "Mandatory Reporter: Child and Dependent Adult Abuse" at least every three years and within six months of employment.

The school district does not tolerate employees physically, or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, legal guardians, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the Director of Curriculum and Student Services at (319) 372-7252. The alternate investigator is the Superintendent and may be reached at (319) 372-7252.

SUBSTANCE ABUSE

Persons under the influence of drugs or alcohol will not be permitted on the premises of the Fort Madison Community School. At no time will children be released to a person under the influence of alcohol or drugs.

Staff

GENERAL INFORMATION

The Fort Madison Community School district has written personnel policies that define the roles and responsibilities, qualifications, and specialized training required of staff and volunteer positions.

ORIENTATION

Employees must know their role and duties. New preschool teaching staff will be required to participate in an initial orientation program that introduces them to fundamental aspects of the program operation including:

- Program philosophy, mission, and goals;
- Expectations for ethical conduct;
- Individual needs of children they will be teaching or caring for;
- Accepted guidance and classroom management techniques;
- Daily activities and routines of the program;
- Program curriculum;
- Child abuse and reporting procedures;
- Program policies and procedures;
- Iowa Quality Preschool Program Standards and Criteria;
- Regulatory requirements.

STAFFING

The preschool program is in compliance with staff regulations and certification requirements. Our program follows requirements for staffing for Iowa's Quality Preschool Program Standards of maintaining an adult/child ratio of at least 1:10 at all times.

STAFF COLLABORATION

Professional collaboration is an integral part of best practices for all teachers within the FMCS system. All preschool teachers, as well as support staff working with preschool programs, will meet weekly to review student progress data and plan for high-quality instruction, intervention and extension activities. Collaboration times are scheduled outside of the preschool session times and will not interfere with student instruction.

STAFF DEVELOPMENT ACTIVITIES

Staff are expected to attend all staff training and meetings throughout the year. Training will focus on early childhood topics relevant to the program and community.