



# Parent Handbook

2018-2019

**Pekin Preschool Program**

**Pekin Child Care Center  
1062 Birch Avenue  
Packwood, Iowa 52580  
319-695-5127 or 641-661-2028**

**Gina Swearingen, Co- Director**

**Head Preschool Teacher**

**Janet Conger, Co- Director**

**Daycare Coordinator**

**Ashley Sieren, Billing &**

**Assistant Preschool Teacher**

**Kim Ledger, Elementary Principal**

**& Child Care Administrator**

**319-695-3707**

**Dave Harper, Superintendent**

**The Pekin Preschool is licensed through Iowa Department of Human Services,  
Consultant Jill Seibert, Wapello County DHS,  
120 E. Main St. P.O. Box 457, Ottumwa, IA. 52501 Phone 641-684-3949  
And  
Iowa Department of Education**

## **Parents Access to Information**

**Translation, reading assistance is provided if needed.**

## **Mission Statement 10.1**

Pekin Child Care Center offers quality care for the whole child and their families, in order to prepare them for a productive, successful future.

## **Philosophy 10.1**

The Pekin Community School District is committed to the idea that a quality sequential educational program is essential for every child.

We recognize that young children learn most effectively in an atmosphere of experimental discovery. By utilizing the approach of a developmentally appropriate program of learning for early childhood, we feel that the individual child will be provided with the opportunity to develop physically, emotionally, socially, and intellectually as a whole person.

We further believe that we must provide a sound framework that will facilitate the development of the individual student who will be prepared as an adult to assume a responsible and productive role in the ever-changing global society.

## **Admittance 9.10**

Preschool children must be 4 years old by September 15 and toilet trained. We admit disregarding race, color, national origin, sex, or religion. The building is handicap accessible and children with moderate handicaps will be admitted. Great Prairie AEA will provide services for severely handicapped. The Preschool is compliance with National Disability Act. We have a preschool teacher with an Early Childhood Special Education endorsement that provides services to all children in the center. All student records are kept confidential.

Requirements for admittance to preschool are:

1. Current physical
2. Immunization card
3. Registration form completed to include emergency information, authorization for pick up, permission signed for emergency medical care and field trip/photo/video
4. Special need plans such as allergy, asthma plan, Epic-pen plan, and seizure plan.
5. Free/Reduced lunch application form if qualify
6. \$25.00 Registration fee paid

## **Fees**

A \$25.00 registration fee is required. There is no monthly fee for preschool as Pekin Preschool is a recipient of the State Wide Voluntary Preschool Program.

## **General Information 10.4**

The maximum class size is 20 students per class. There will be two teaching staff present at all times to maintain the proper child/staff ratio 10/1.

## **Home Visits (Standard 7)**

Families of registered preschool children will be visited by the child's preschool teacher and associate in the family's home (or neutral public location such as the library, park) before the school year begins. This is just a short meeting to introduce the teachers to the child and families and a time for the teachers to ask about family values, beliefs, interests, and for the family to convey any thoughts or concerns they would like to discuss with the teachers to help us know the child and family better. We will notify you ahead of time to make arrangements for this 15-30 minute meeting.

## **Supervision of Children 3.9**

Teaching staff supervises children primarily by sight. Supervision by sound is permissible for short periods (bathroom use, reading area, quiet area, etc.)

## **Preschool Schedule**

Preschool will follow the regular Pekin School calendar. Classes are held on Monday, Wednesday, Friday from 8:15-11:35am or 12:00-3:20pm and Tuesday, Thursday from 8:15 am-1:15 pm. Subject to change. Students will attend preschool at least 10 hours per week. Teachers will contact families before the beginning of the school year to finalize attendance schedule.

Note: Preschool classes start promptly at stated times. Do not ever leave child unattended in the room without a teacher present. **Morning preschoolers should not arrive before 8:10 am and afternoon preschoolers should not arrive before 12:00.**

Daycare is available Monday through Friday from 6am to 6pm throughout the year except for holidays and bad weather days. A list of days we are CLOSED is posted on our bulletin board as well as in newsletters.

Pre-registration will begin in the spring of the year. Registration materials will be available then. Home visits will take place before school starts to help us get to know you and your child and for you to visit with the teaching staff.

## **Transportation 10.12**

Children attending preschool and daycare at opposite times may use the school bus transportation offered by the Pekin School District. Bus schedules and bus drivers name and contact information will be discussed at registration and home visits. At this time there is no bus available at noon.

Transportation services are managed by the Pekin School District and licensing and insurance are in accordance with federal and state laws.

## **Curriculum (Standard 2)**

The Pekin School District is committed to the idea that a quality sequential program is essential for every child.

We recognize that young children learn most effectively in an atmosphere of experimental discovery. By using the approach of a developmentally appropriate program of learning for early childhood, we feel that the individual child will be provided with the opportunity to develop physically, emotionally, socially, and intellectually as a whole person.

We further believe that we must provide a sound framework that will facilitate the development of the individual student who will be prepared as an adult to assume a responsible and productive role in an ever-changing society.

The curriculum that will be the foundation of the Pekin School District Preschool is Creative Curriculum. By using this curriculum we feel the children learn through hands on activities, through a good balance of structured and unstructured activities which involve listening and following directions and encourages independence to develop physically, emotionally, socially, and intellectually.

## **Assessments (Standard 4)**

The Pekin Preschool will assess your child on a daily basis by observations and record taking coordinated with the Creative Curriculum and skills checklist done in the classroom and on the playground. Specific skills are observed weekly. Children having difficulties are worked with individually or in a small group.

A baseline Bracken Assessment will be given in the fall and again in the spring to show child development. Great Prairie AEA staff and testing are used as needed when developmental issues are observed by teaching staff or parent. Work samples are obtained on an ongoing timeline to show work each child is doing in the classroom. Parent input on their observation of the child at home is very helpful to the teaching staff. The assessments will be discussed at Parent Teacher Conferences or as needed throughout the school year.

## **Parent Teacher Conferences (Standard 7)**

Parent Teacher conferences are held in the fall, scheduled in conjunction with K-12 conferences held at Pekin Schools. Conferences in the spring will be scheduled separately. Conferences are planned to discuss the child's progress. Information will be sent home prior to these dates. Other conferences may be scheduled throughout the year on an as need basis as seen appropriate by the teacher and/or parent.

### **Preschool Personnel 10.3**

The administrator of the Pekin Preschool is Kim Ledger, Elementary Principal. The director/teacher of the preschool is Gina Swearingen. She holds a Bachelor of Science degree in Education/Early Childhood Education/Early Childhood Special Education in compliance with the State of Iowa. The assistant preschool teacher is Ashley Sieren. She holds an Associate's degree in Early Childhood in compliance with the State of Iowa.

Staff has met all DHS and Dept. of Ed guidelines, and trainings such as CPR, First Aid, Mandatory Reporting of Child Abuse, Universal Precautions, and 12 hours of Health and Safety. Copies of code are on file at the center or Superintendent's office. As needed, personnel from the Great Prairie AEA will be used for special needs of children.

### **Special Services 7.7, 8.3**

In cooperation with the Great Prairie Area Education Association our center offers on site speech, hearing, vision, and occupational and physical therapy services available to all children attending the center. Referrals are made upon parent/teacher concerns. The teaching staff strongly encourages and supports families to advocate for their child to obtain the best services for their child.

Pekin Preschool supports inclusion classroom settings and strives to do their best to accommodate the needs of every child. The preschool teacher has an Early Childhood Special Education degree and provides services to any child requiring them.

The University of Iowa Hospitals & Clinics vision screenings are held every year at the center. This is a free service provided by our local Lions Club. A detailed letter of information and parental permission will be sent home.

### **Parent Bulletin Board 10.11**

The parent bulletin board is located inside the front door by the office window. We ask that you take time to look at the bulletin board when you drop off or pick up

your child. It serves as an important communication between parents and the center. Posted will be menus, calendars, newsletters, upcoming events, and special services available for your child/family. We will do our best to keep you up to date and informed with notes, newsletters and daily communication. We appreciate the same consideration. Please keep us informed of any important issues that pertain to your child/family.

## **Arrival & Departure 10.11**

Children enrolled in preschool may ride the school bus to and from the center for preschool or daycare. We have an open door policy in which parents may have unlimited access to their child unless parental contact is prohibited by a court order. We must have a copy of the court order to be able to enforce it.

If you bring your child to the center you are expected to bring them into the center and make contact with the person in charge. If you are picking your child up from preschool you must make contact with a teacher in charge to ensure the safety of the child. We request that parents walk their child to their vehicle so no child is ever allowed to be out in the parking lot unattended. We also request that children are not left in a vehicle unattended.

## **Parking 10.11**

Please enter the Child Care Center on the drive off the highway, stay along the right side of the driveway in front of the building to drop off/pick up your child, as the school bus may be driving through, and exit the Pekin School exit drive.

**Parking spaces on the left side of the drive are for employee parking only.**

Thank you for your cooperation.

## **Preschool Supplies**

1 box of 24 Crayola crayons **(label each crayon)**

1 box of Crayola **WASHABLE** markers

1 4 oz. bottle of white Elmers glue **(label)**

2 glue sticks **(label)**

2 pencils **(label)**

1 plastic flip top pencil box (no zipper cases please) **(label)**

1 backpack (no tiny toddler backpacks please) **(label)**

1 box of Kleenex

**PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME**

## **Clothing**

Children are asked to dress in play clothes. Taking part in all activities is part of the fun and no child should have to worry about “getting dirty”. Since we go outside every day, weather permitting. Please dress your child appropriately for the weather. Keep in mind that it is always cooler and windier at Pekin. In cold weather, please send mittens, hats, boots, etc. LABEL EVERYTHING with your child’s name or staff will.

Children should bring an extra set of seasonal clothes, which are stored in their backpack. Please check your child’s backpack daily for soiled clothes sent home from the center. If your child should wear home a set of clothes supplied by the center, please wash and return promptly.

## **Personal Items**

Please label all items brought from home with your child’s name. We prefer that your child not bring toys from home. This decreases the chance of having it lost or broken. If they do bring something from home, we will not be responsible for it. NO GUM, CANDY, GUNS, KNIVES, SWORDS, or other toys that promote violence. They will be taken away from the child immediately. NO SIP CUPS, PACIFIERS, or BOTTLES are allowed in the preschool room.

## **Outside Play 5.6 / Physical Activities**

All children will play outdoors daily when weather and air quality conditions do not pose a health risk. Always send appropriate clothing. Children will be protected by the sun with shade and a sunscreen with UVB and UVA-ray protection of SPF-30 or higher, with permission of parent. Staff will monitor children and assure that they are well hydrated. During the winter, please send snow boots, snow pants, gloves/mittens, hat and a warm coat. Please label all clothing. In cold weather, staff will monitor children’s extremities to assure normal color and warmth is maintained. Staff will check the weather watch poster in the room.

The Pekin School District Board of Directors does not recommend the use of insect repellent on children at the Pekin Child Care Center.

Physical activities are promoted daily outside when unable indoor activities are promoted. Children need 60 minutes of physical activities daily the preschool provides 15 to 30 minutes each class.

## **Water Play 5.9**

Children will have the opportunity to play with water in the water table in the classroom. Precautions are taken to ensure that communal water play does not spread infectious disease. No child drinks the water. Children with sores on their hands are not



permitted to participate in communal water play. The water will be changed before a new group of children comes to participate in the play activity.

## **Absences**

Parents are asked to notify the preschool whenever a child will not be in attendance. Our number is 641-661-2028 or 319-695-5127. Please let staff know the reason of the absence, the center records illness. Please let us know in advance of any planned vacations.

## **Illness 5.2, 5.3, 5.4, 10.6**

The preschool staff has a certificate of satisfactory completion of pediatric first aid and CPR training.

All children will be examined upon arrival each day for any signs of symptoms of illness. We do not have a sick room or adequate staff for the care of sick children. If at any time a staff member feels a child is unable to maintain a day of preschool, they will be examined for any of the following items: Posted on the Common Child Care Illnesses and Exclusion Criteria from Healthy Child Care Iowa chart of any if any said criteria are met the parent will be called and expected to come pick up their child:

1. A contagious disease (not including the common cold)
2. A temperature elevated above normal is not necessarily an indication of significant health problem. For children a fever in Fahrenheit is defined as:
  - 100 degrees axillary (armpit)
  - 101 degrees orally
  - 101 degrees Aural (ear) temperature or higher
3. Diarrhea and or vomiting
4. The illness prevents the child from participating comfortably in activities as determined by the staff
5. The illness results in a greater need for care than the staff can provide without compromising the health and safety of other children as determined by the staff

**We strongly recommend you have arrangements made in advance for your child's care during periods of illness.** If your child gets sick at school, parents will be called and requested to pick up their child immediately. Child will be placed in a quiet, supervised area to wait for parent to pick them up.

If your child runs a temperature, vomits, or has diarrhea prior to coming to preschool, we request you keep them home for a period of 24 hours from the last episode. When children are placed on antibiotics, they should be kept home for 24 hours. If your child is under doctor's care, please inform the staff of any precautions that need to be taken. Check the chart of Common Child Care Illness and Exclusion for when your child can return to Preschool after an illness. Injury and Incident forms are completed by staff and signed by parent and kept in child's file. A serious injury will be reported to DHS .We realize the inconvenience of a sick child, however we need to

consider the needs of every child and provider. Children, like adults, are most comfortable if kept at home when they are ill. We make every attempt to prevent the spread of illness, please join us in this important venture.

## **Hand Washing**

All staff, children, volunteers, and visitors are instructed in proper hand washing procedures. Everyone is expected to wash hands when reporting/entering the room, after every bathroom use, before and after handling food, giving medication, and water play, after contact with body secretions, playing with visiting animals, and outside play time. Also whenever hands appear to be soiled. Hand washing procedures are posted by the sink in the room.

## **Sanitizing 5.22**

All toys, tables, chairs, and objects that children come in contact with will be properly cleaned and sanitized with an approved sanitizer and documented daily. The toilet areas will be disinfected with an approved disinfectant.

## **Infectious Disease Control 5.4, 10.6**

Teachers and staff provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child has been exposed. Signs and symptoms of the disease, mode of transmission, period of communicability and control measures will be communicated. Communicable disease will be posted and reported to Iowa Department of Public Health when necessary. All precautions will be taken to prevent and further contamination.

## **Lice**

Head lice doesn't follow any set guidelines. They can find a home on anyone at any time. We make many efforts in order to reduce the chance of infestation at the center. Combs, brushes, and hats belonging to the center are not shared without being washed. All children will be checked at the beginning of the school year for head lice and periodically throughout the school year. A contagious note will be posted at the center letting parents know we have a confirmed case and to be made aware.

**We have a zero tolerance policy on head lice. Children will be sent home due to lice, and must be treated to return. We request that you make every effort to eliminate head lice as quickly as possible.** While not life threatening, they are an expensive, frustrating nuisance for everyone involved. They spread and cause unnecessary alarm and stress in a center environment.

## **Immunizations/Physical 5.3, 10.6**

All children shall have current immunizations as required by the Iowa Department of Health and shall be on file at school prior to the start of preschool. A current physical will also be required of all children entering preschool.

## **Medications 5.10**

If at all possible give all medications at home. Most antibiotics may be given twice daily, morning and bedtime. No prescription medications will be administered at preschool without a form signed by the doctor. No medicine of any kind will be given without verbal or written authorization from the parent. Medical authorization forms must be updated every month. This information must be completed before the school will dispense medication. At least one staff member has medical dispersal training and will be responsible for giving medication. Medical dispersal will be recorded and kept in the files. All medications must be sent to school in the original container with the following information on the label: child's full name, date prescription was filled, name of health care provider, medication's expiration date (no medication will be dispensed that has exceeded its expiration date), name/strength of medication, dose, complete instructions on dispersal of medication, and side effects. Please send measuring device and only one-day supply unless other arrangements are made. Never send or leave any medications in your child's backpack. Staff will store all medications away from children and food in locked medical bag. Unused or expired medicine will be returned to parent by staff face to face.

## **Medical/Dental Emergencies 10.6**

The preschool has specific information on each child's enrollment form from parents regarding where emergency and dental services shall be obtained. Staff is trained each year on how to handle these emergency situations. A Health Consultant visits the center, as well as a school nurse when available. The County Health Nurse visits to check immunization records.

## **Traumatic Event Policy**

If the facility experiences the death of personnel or child, the following shall be done: if tragedy occurs at facility, director will immediately contact EMS, the person's family, DHS consultant and administration. The Center will also provide age appropriate information and counselors if necessary.

## **Toileting 5.7**

Children are expected by preschool age to be able to attend to their own bathroom needs. There are two bathrooms in the preschool room for use by children.

For children with special needs on an IEP who are unable to use the toilet independently, all guidelines will be enforced as stated in Standard 5: Health (5.7)

### **Pet Policy 5.26**

The preschool has no pets. Pets are allowed to visit, however they must have current vaccinations and pose no threat to children. No pets are allowed in the kitchen or food preparation areas. No ferrets, reptiles, turtles, or birds of the parrot family may have contact with children while they are at preschool. Hand washing is enforced after touching a pet.

### **No Smoking Policy 9.19/ No Weapons Policy**

The Pekin School is a smoke free campus. No smoking is permitted on the school grounds, buildings, or parking lots.

**Federal Law states no weapons are allowed on school /daycare center grounds.**

Weapons under the control of law enforcement officials are exempt from this policy.

### **Meals 5.13, 5.14, 5.18**

Lunch is served at 11:15 am. Our lunch is transported to us each day during the school year by a school van. The Pekin School and Child Care kitchens are inspected yearly by the State of Iowa Food Inspectors. All food is prepared, served, and stored in accordance with the USDA Child and Adult Care Food Program. All foods arrive and are served through the Child Care kitchen. Children are not allowed in this area when liquids and foods are hotter than 110 degrees F. Our lunch menu is the same as the Pekin School and can be viewed online at the school website or on the Parent's bulletin board.

Children may bring a lunch from home. Foods brought from home will be labeled with child's name and date and stored in a refrigerator if needed. These meals will be inspected to determine if it meets nutritional guidelines. We have the right to refuse any item deemed unhealthy. Lunches should include a protein, vegetable, and a fruit. No candy or pop will be served. Only one desert item per lunchbox will be allowed. A carton of milk may be purchased for \$0.30.

A family meal account will be set up through the Pekin School District. A meal costs \$1.65 and includes a carton of milk are subject to change at any time. Parents/guardians are able to view account activity online. Families may deposit as much money as they deem reasonable into their account. You can give the money for the meal account to the teachers and we will transfer to the account office. All meal account questions and concerns are handled through Pekin School secretary Ann Swanson at 319-695-3039.

## **Snacks 5.13**

The Center serves a morning and afternoon snack each day that follows the CAFNP nutritional standards. A fee of \$.40 is charged per snack. This will be deducted from your family meal account. Preschool snacks are served daily at 9:15 am and 2:15 pm. Each child will have a turn to bring birthday treats to share with the other children in the class. The treat does not have to meet nutritional guidelines, but it must be store bought and prepackaged, this is a DHS guideline. **NO HOMEMADE ITEMS ARE ALLOWED. CUPCAKES & CAKE WILL NOT BE SERVED.** Any juice served must be 100% juice.

## **Food Allergies**

All food allergies for individual children are posted in the kitchen as well as the preschool room. All staff are informed of the allergy, treatment, and necessary procedures to follow in case of a reaction.

## **Tooth Brushing 5.11**

When preschool children are fed a lunch they will brush their teeth once daily. The school will provide each child with their own brush, which will be labeled with his/her name. The brushes will be cleaned and stored to prevent contamination. No toothpaste will be used.

## **Bad Weather/Early Dismissal/Late Start 10.6-10.13**

Pekin Preschool follows the school closing or cancellation announcements given for Pekin Community School. These announcements are made by an automated calling system. Each family's phone number is entered into a database and calls are made by 6:00 am by the Pekin School Superintendent. When school is delayed 2 hours there is no morning preschool. When school is cancelled mid-day, afternoon preschool classes are automatically cancelled. The safety of the children and staff is our top priority at all times. **It is important that everyone have a backup plan if children are sent home early due to bad weather.**

## **Discipline Policy**

The following policy is in effect for all children in our center. All efforts are made to help children and staff plays and works together cooperatively and

productively. The discipline policy is designed to help the child develop self-control, self-esteem, and respect for the rights of others. When problems arise, the following steps are followed:

1. Redirection of activities and restatement of rules
2. Discuss problem-solving techniques
3. Time to self in room
4. Note home to parents
5. Meet with parent to help find a solution
6. Meet with principal, teacher and child
7. Meet with principal, teacher, child and parent
8. Dismissal from the program

Children can be dismissed from the program for any of the following reasons:

1. If the child consistently disrupts the program and does not follow directions or is harmful to other children or staff
2. Mandatory forms are not completed and maintained according to board policy and Iowa laws for licensing of preschools
3. If child consistently destructs property or equipment at the Center

### **Corporal Punishment, Restraint, Physical Confinement, Detention**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain students. The law limits why, how, where and for how long a school employee may restrain or confine or detain a child. If a child is restrained or confined or detained the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have questions about this state law, please contact preschool administrator, Kim Ledger. The complete text of the law and additional information is available on the Iowa Department of Education’s website: [www.iowa.gov/educate](http://www.iowa.gov/educate).

### **All staff members are mandatory child abuse reporters 10.8**

## **Emergency Preparedness 10.6, 10.7, 10.13**

The Pekin Preschool has written emergency plans for responding to fire, tornado, flood, intruders, intoxicated parents, asbestos/lead exposure, bird flu, lost or abducted children, blizzards, power failure, bomb threats, chemical spills, or other disasters that could cause health hazards. Emergency instructions, telephone numbers and diagrams for fire and tornado evacuations and relocation sites are visibly posted by each door exit. Immobile children will be pushed by staff in their wheel chair or carried if needed. Staff will do a sweep of the room, when children are safe a face-to-face count from the attendance sheet is done. Emergency plans are practiced on a monthly basis and results stored in our files. All fire extinguishers, smoke alarms, carbon monoxide detectors and radon tests are located in the preschool room. All devices are maintained and tested monthly and serviced annually.

The Pekin School District will use the Alert Now System, radio, and TV stations with procedures to follow. The near site of evacuation is at the Pekin High School Commons. The mid distance site is Grace Family Church, Ollie, IA. The center will be transported by bus. The far distance site is Sigourney Elementary, Sigourney, IA. The center will be transported by bus.

## **Access Policy**

Centers are responsible for insuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but also other people present at the facility. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has a record check and approval to be involved with children shall not have “unrestricted access” to children for whom that 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 childcare. It is imperative that centers not allow people who have not had a record check assume childcare responsibilities or be alone with children. This directly relates both to child safety and liability to the center. Persons who do not have unrestricted access will be under the direct supervision and monitoring of paid staff members 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. Center staff will approach anyone who is on the property 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” procedure. Non-agency

persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by the paid staff and will not be allowed to interact with children.

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) shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center. They 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. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first. If written permission is granted it shall include the conditions under which the sex offender may be present, the reason and duration for the sex offender's presence, the description of how the center staff will supervise the sex offender to ensure the sex offender is not left alone with a child, and written permission shall be signed/dated by the director and sex offender and kept on file for review by the center licensing consultant.

## **Pre-K Program**

Pre-K students must be five years old by the September 15 deadline and have completed one year of preschool. Students will attend preschool every morning through lunch and kindergarten every afternoon. Students are required to purchase supplies for both preschool and kindergarten. Parents need to register at the Pekin School for kindergarten and pay kindergarten book fees.

## **Kindergarten Visits 7.10**

To help families transition to the Kindergarten program at the Pekin School district, a kindergarten visit will be held in the spring before the beginning of the kindergarten year. Information will be mailed from the school informing parents about registration and the visit days for children to attend kindergarten for the morning. Preschool staff will be with the preschoolers at this time to make the transition smoother.

## **Grievance Procedure**

### **The center is a locked and a code will be issued to families.**

The Iowa Code gives the Board of Directors the power to suspend students and the authority to confer this power on members of the professional staff. The principal of each school building may temporarily suspend a student until a satisfactory conference has been held with the student, parents, and principal for a maximum of ten (10) days



for disciplinary reasons following the due process procedures. The minimal due process procedures include the rights of students to:

1. Be given oral/written notice of the charges
2. Be given the opportunity to admit or deny such charges
3. Be given an explanation of the evidence against the student if they deny charges
4. Be given the opportunity to explain the situation

The President of the Board shall be advised immediately and in writing of all short term and extended suspensions. Readmission of the student after suspension will be done by the building principal. If the matter is not satisfactorily resolved in the conference with the parents, the parents may request a hearing with the Superintendent and bring whomever they wish to represent or be their spokesperson. If the matter is not resolved at this meeting, then parents may request a hearing before the Board of Education and have counsel to represent them and witness if they so choose as explained in Code No. 502.3-R.

Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcements authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.

## **HIRING POLICY of STAFF**

Pekin Child Care Center is an equal opportunity employer following Pekin CSD School Board policy 401.1. We are licensed through the Department of Human Services and operate through the Pekin Community Schools. The center following code Pekin CSD policy 411.2 in hiring people interested in employment at the center. Applicants must meet DHS guidelines stated in DHS Child Care Centers and Preschool licensing standards and procedures. Copies of code are on file at the center or Superintendent's office.