



*Providing quality education & childcare in  
a loving Christian environment*

**WHERE WE GET TO TALK ABOUT JESUS!**

A Ministry of the Shueyville  
United Methodist Church

1195 Steeple Lane NE  
Swisher, IA 52338

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**Parent Handbook 2018-2019**

Revised August 2018

Visit us at [www.kidsloveagc.com](http://www.kidsloveagc.com) and like us on Facebook!

## Welcome to All God's Children!

All God's Children is a quality licensed preschool and childcare center and an outreach ministry of the Shueyville United Methodist Church. We offer three sessions of preschool for 3 year olds, three sessions of state-funded preschool for 4 year olds, preschool childcare, before and after school care, care on in-service days, and care throughout the summer.

*Our Mission is to fulfill a need in our community by providing quality education and childcare in a loving Christian environment. We will represent Jesus Christ by living, teaching, and sharing the Christian faith and way of life. We define quality education and childcare as structured programs with many and varied learning enrichment opportunities, all rooted in Christian beliefs.*

### Admission

All God's Children admits children who are at least three or four years old by or on September 15, or are in grades kindergarten through 4<sup>th</sup> grade without regard to race, color, gender, religion, national origin or ancestry. All God's Children will make reasonable accommodations under the Americans with Disabilities Act for any child requiring special accommodations. Parents/guardians need to work with the Director to set up an appropriate plan of action for the child with special needs. (Limitations exist for children whose needs require extreme facility and staff modifications). All children in preschool childcare must be toilet trained and, for the most part, be able to care for their own toileting needs.

### Faith-based Education

WE GET TO TALK ABOUT JESUS! We believe this is what sets All God's Children apart from other preschool and childcare centers. We teach that Jesus loves us and is watching over us every minute of every day. Prayer is modeled by talking to Him from the heart. Jesus time is scheduled each day for all ages. We read faith-based books and sing and dance to Christian songs. Thanks is given before meals and snack time. Each group of children have weekly chapel time, where a Bible story is introduced by one of the church staff. To encourage Jesus time at home, all preschoolers receive a personal Bible when joining AGC. At Christmas time, we celebrate Jesus' birth by hosting a birthday party in His honor. The 3's is held during the day and we gather in the evening with our 4 year olds. Families are welcome!

In the 4's state-funded classrooms, the last 20 minutes of each day is their Jesus time. This is the non-instructional part of our day and is not funded by the state. If you wish to *not* have your child participate, you are free to pick your child up at 11:10 or 3:10. Jesus is sprinkled throughout the day in 3's preschool and all childcare classrooms.

### Statewide Voluntary Preschool for Four Year Olds

Our preschool for four year olds is state-funded and covers all fees and tuition for children who are four years old by or on September 15. We are partners with College Community School District, who receive the state funds. The contracted amount of state funds is then forwarded on to AGC on a monthly basis. Home visits from the lead teachers will take place in the fall and two conferences for the year will be held.

## Enrollment

Current families are guaranteed placement for the following school year. New enrollee requests are taken any time throughout the year from birth on. Those requests are grouped by year in order of the initial contact date. The Director begins contacting parents in December to review the needs of each family. Once the AGC Board has decisions made for the following year, the enrollment process begins!

## Enrollment Process

The registration process consists of three steps and must be completed *before* attending AGC.

### Step 1: Online Enrollment Application

The purpose of this brief form is to gather basic information. It can be found under the “Apply Now” tab on our website at [www.kidsloveagc.com](http://www.kidsloveagc.com). Once submitted, you will be contacted by the Director to answer your questions and schedule a tour of the center.

### Step 2: Online Enrollment Form

This is the official Enrollment Form. The link will be emailed to you following acceptance into the program. Most of our former hard copy forms required by DHS have been combined into one continuous questionnaire. This step includes the Payment Agreement with collection of the Enrollment Fee being paid via Pay Pal.

The Enrollment Fee is non-refundable and covers cost of office work, an AGC t-shirt (if in summer care), and costs associated with soap, tissues, cups, napkins, crafts, etc.... There are several ways the Enrollment Fee can be paid. If you are a new family, you may write a check to All God’s Children or funds may deducted from your account using the required EFT form. If you are a returning family, fees can be withdrawn from the family’s account.

### Step 3: Hard Copy Forms

Some hard copy forms are still needed and may be found on our website at [www.kidsloveagc.com](http://www.kidsloveagc.com) under the “Current Parents”. All information submitted will remain confidential and will be shared with AGC staff as required to meet the needs of the child.

- Immunization Certificate
- EFT Form
- Physical Form – preschool only
- Kidsight Screening Permission – preschool only
- College Community Enrollment Form – 4’s preschool only
- Medical Needs Forms
- Miscellaneous Forms

Forms are due as soon as possible in order to reserve your child’s placement and to review for any missing information. It is the parents’ responsibility to update information as needed. Please remember this if you change work numbers, cell phone numbers, etc.... Only individuals listed for pick up will be allowed to take your child from the center. This includes grandparents, family members, and friends, so please list all persons who might pick up your child. Phone call permission for someone not listed is not acceptable. Additions to this list may be done in the office or via email. A photo ID must be available, if we do not recognize the adult picking up your child.

*A child will not be allowed to attend AGC until all paperwork is submitted and/or on file.*

## Tuition for Preschool and Childcare

*All Tuition is collected via Electronic Funds Transfer (EFT).* Tuition may be paid in full for the year or advanced payments are accepted anytime of the year, as well.

Tuition rates can be found on the Payment Agreement. For families with school age children, there are additional charges if families choose to utilize our add-on services. These include 'No School Days' (full days of care), 'Late Starts', and 'Early Dismissals.' Additional charges will be deducted via EFT by the end of the business week following the event.

The rates are in effect through May for tuition. For preschool childcare, rates are in effect through the last day of preschool. For school age childcare, rates are in effect through the last day of school at College Community School District.

Full tuition shall be paid when due to retain each child's position in the program. No tuition payment may be skipped; nor may payment be adjusted for the days, weeks, or months in which a child is not in attendance. If complete payment has not been received for two weeks, the parents will be notified that they cannot return until balance is paid in full. There's a \$20 charge for insufficient funds or late payment of check for those few that pay by check.

Enrollment after September: In the event of enrollment after classes/childcare begin, the enrollment fee must be paid before the first day of attendance. Tuition will be prorated as needed.

Insufficient Fund Fee: \$20 – Insufficient funds will be assessed an additional fee of \$20.

Late Pick-up Policy: If parents are not at the church to pick up the child by the time class is over/AGC closes, they are given a 5 minute grace period. After this period ends, your account will be charged \$5 for every 5 minutes thereafter.

## Parking Policy

Parents and childcare providers are to park their vehicles in the designated stalls in the front parking lot of the church and walk your child to the nearest walk way. Parking in the FIRE LANE along the curb is not permitted as directed by the Fire Marshall. FIRE LANE and accessible parking stall violations will be enforced on the church's property. Abiding by these laws, promotes our focus of safety for all who use our facility and services.

## Visitors / Volunteers

Parents are welcome and encouraged to visit! Our goal is for all parents to visit at least one time during the school year. Many parents choose to come on their child's birthday. You may either observe or participate. Unless your child has a September birthday, we request that visits begin after September to allow children time to adjust and become familiar with the routines of the day.

Volunteers are welcome to assist in and out of the classroom. National background checks, fingerprinting, and a signed volunteer statement are required of all volunteers counted as ratio in the classroom. A fee associated with background checks, could possibly be covered by AGC. If volunteering on field trips, please complete the Volunteer Form and turn it in to the AGC office. Forms can be found on the Message Boards and online at [www.kidsloveagc.com](http://www.kidsloveagc.com). This form states that you are only responsible for your child.

## Holiday Closings

All God's Children is closed on the following holidays...New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following, Christmas Eve, Christmas Day, and New Year's Eve. These are paid holidays for the AGC staff. If the holiday falls on a weekend, AGC will observe the holiday on the Friday prior or the Monday following.

## Staff Professional Development

Staff members maintain current certifications in First Aid, CPR, Universal Precautions, Mandatory Reporting of Child Abuse, and Essentials Training. Classes in the areas of child development and appropriate practices are attended yearly to keep staff up-to-date on topics related to providing the most developmentally appropriate experiences for children and their families. Background checks are also required by staff, substitutes, and any other person who is counted in classroom ratios.

*To allow staff to train as a team, the center will be closed for three days of Professional Development on August 20, October 1, and February 11. Regular tuition will not be charged for August 20, but will be charged during the other two weeks of these training.*

## Weather Related No School Days / Late Starts / Early Dismissals

If College Community School District cancels classes due to inclement weather, preschool classes will be canceled, but AGC will be open for care. Snow make-up days for classes will be scheduled as needed.

If CCSD delays due to inclement weather, morning preschool classes will be cancelled. The center will open for preschool and school age childcare at 6:30 AM, unless College Community delays opening their Early Childhood Center. The school age bus will arrive at 10:18 AM.

If CCSD dismisses classes early because of weather, AGC will dismiss preschool early as well, but childcare will remain open until 6:00 p.m. If CCSD's Early Education Center (ECC) closes early/closes for the day due to extreme weather, AGC will also close early/close the center for the day.

*Adjustments/refunds in tuition for class or childcare will not be made.*

## Emergency Dismissal from School

The center will close, if AGC experiences a power outage with power being out for an extended period of time. Parents will be notified to pick their child up as soon as possible.

If College Community closes due to a power outage or other facility related emergency, AGC will remain open. Preschool classes will begin as usual. Care will be provided for both preschoolers and school agers until 6 PM.

## Absentee Notification by Phone or Email

Please notify the AGC office if your child will not be attending preschool and/or childcare. If your child is sick with a communicable disease, please let us know, so we can notify other parents with a Notice of Exposure and symptoms to be looking for in their children. Parents will receive this notice via email or a hard copy in your child's mailbox and posted on the Message Boards.

## Expectation/Discipline Policy

All God's Children seeks to provide a fun, safe, and calming environment for children. The staff implemented Positive Behavior Intervention and Supports or PBIS in the spring of 2013. PBIS is a research and evidence-based curriculum for teaching social and emotional skills. It is our policy to use a number of positive discipline techniques to promote self-control in children. We believe consistency is the most important factor in providing effective outcomes. All staff have been trained to:

- Be consistent in expectations
- Give specific, clear directions
- Use positive reinforcement for appropriate behavior
- Redirect children having problems
- Model desired behaviors
- Offer choices
- Directly teach pro-social skills
- Utilize humor when appropriate
- Remove the group from the child who is behaving inappropriately within the group

AGC has three center-wide expectations with three rules for each expectation. These are posted in classrooms, hallways, the Family Life Center, and the sanctuary. A copy is included at the end of this handbook.

For more information and tools you can use at home, please visit the Center on the Social and Emotional Foundations for Early Learning at <http://csefel.vanderbilt.edu/resources/family.html>. If your child is having difficulty adjusting to the program, the Director and teachers will work with you and your child to set up a plan for improvement.

## Withdrawal from All God's Children

Withdrawal from the programs requires a two week notice in writing or via email. Fees for two weeks will be charged following notification of withdrawal.

## Student Dismissal Policy

All God's Children reserves the right to discharge a child from the program. The Director and staff will work with parents in an attempt to help all parties comply with the expectations of the program.

Reasons for dismissal include:

- Lack of cooperation from the parents to support our expectations
- Habitual late pick-up of a child
- Verbal, physical, or psychological abuse of staff, parents, children, or church staff
- Delinquency of payment

## Accidents / Incidents / Illnesses

If a child is injured and a mark is present, the staff witnessing the incident will complete an Accident/Incident/Illness Report form, signed by the witness and parent/guardian. These are copied and sent home with the person who picks the child up. A copy of the form will be kept in the child's file. If warranted, staff will attempt to provide verbal notification to parents prior to pick up time.

If an act of physical violence occurs between children and there is an injury, parents of both children will be notified. An Incident Report will be filled out and sent home to each family. Parents must sign the form and a copy of it will be kept in each child's file.

If your child is sent home due to an illness, an explanation is given and the date and time the child can return to AGC is noted on the form.

## Release of Liability

Your children are under the care of AGC staff during operating hours. We will be diligent in providing a safe center with proper supervision at all times. In the unfortunate event of an accidental injury, the Release of Liability below is listed on the permission form for field trips, class lists, photo release, and bounce house.

I/We release All God's Children, its agents, and/or employees from all liability for accidents and injuries to (name of child) while enrolled at AGC, unless it is shown that the negligence of AGC, its agents, and/or employees caused or contributed to the accident or injury.

## Health

To ensure that we are providing the healthiest environment possible for children in our care, the following guidelines have been established:

- Each child must have a completed physical form (Health Statement for school age) and an up-to-date Immunization Certificate on file. Allergies must be noted and an allergy plan must be on file. If medication needs to be given by staff, a Medication Authorization must be on file.
- Each child will be greeted upon arrival. If a child has a rash, fever, or other symptoms of sickness, the child will not be admitted to preschool.
- If the child becomes sick during preschool/care, a parent will be notified that the child is ill and the child must be picked up as soon as possible. The child will be given a place to rest, away from the other children and under supervision of a childcare provider. If the child has a fever of 100 degrees or more, has vomited, or has diarrhea, the child should not return to AGC until the child has been symptom free for at least 24 hours.
- Parents are responsible for updating all forms with new information pertaining to health.

If your child has a communicable disease, please notify the AGC office, so a Notice of Exposure can be posted with symptoms and duration period.

## Medication Administration

Since administering medication poses certain risks, medications should be given at home when possible. All God's Children caregivers are authorized to administer medication to your child only under the following circumstances:

- Each prescription drug is in its original container, accompanied by specific directions for when the medication is to be given.
- A signed medication authorization form is on file with all information complete.
- An appropriate measuring instrument is supplied by the parent.
- Staff is notified of proper storage of the medication.
- Medication will be stored in a locked container provided by the center.

Over the counter medications (including acetaminophen) will not be administered by AGC staff without medical authorization. In case of medical emergency, the staff will administer first aid. A parent or authorized adult will be notified as quickly as possible. If medical attention is required, the staff will call for emergency help.

## Sunscreen

During the months of May through September, parents whose children attend preschool only, are asked to apply sunscreen to their child before coming to school. If lip balm is desired, this should be applied before preschool, as well.

Sunscreen is applied by staff with consent to children in childcare before going outside, May through September. Childcare families must supply sunscreen with SPF-30 or higher in the form of a face stick and rub-on sunscreen for the childcare rooms. The staff will document when sunscreen is applied. A thick layer will be applied evenly on all exposed skin areas except the eyelids, mouth, palms of hands, fingers, and feet 30 minutes prior to outside activities. Staff will reapply sunscreen every two hours, according to the label directions.

## Birthdays

Birthdays are an exciting time for the children and we celebrate each one at AGC! In preschool, parents will be assigned to bring treats on or near your child's birthday. If your child has a summer birthday, we will celebrate it as a half birthday or in the spring. Birthdays are a great day for a parent or grandparent to visit! It is not necessary to follow the DHS nutritional guidelines for birthday snacks, but the snack still needs to be prepackaged. No cupcakes please. Other possible options are cookies, ice cream, ice cream sandwiches, donuts, and fruit with whipped topping.

The following are considered a choking hazard and not allowed for children ages 3 and under: hard candy, nuts, seeds, peanuts, raw peas, hard pretzels, chips, popcorn, and marshmallows.

We recognize birthdays in the school age program, as well. Treats are welcome, but not necessary.

## Personal Toys

Personal toys are to be kept at home, unless invited to bring them by your child's teacher or childcare staff. Your child will be encouraged to play with the toys and equipment available at All God's Children. Guns, war toys, and violent or grotesque characters are not allowed at AGC.

## Personal Technology Devices

Personal technology devices are not allowed for use by children in the program. This includes cell phones, tablets, I-Pads, Game Boys, smart watches, etc....

## No Tolerance Policy

All God's Children enforces a "no tolerance policy" regarding drugs, weapons, or other hazardous items as determined by the center. Any use of these items by a child or parent will be cause for immediate dismissal, regardless of any previous written reports. Play guns, swords, or play weapons of any sort are not allowed at AGC.

## Non-Center Activity

If your child is leaving the care of All God's Children to participate in another activity (such as piano lessons or girl scouts), notification must be given to the AGC office. A Non-center Activity Permission form must be on file for your child giving written permission for your child to leave the care of All God's Children staff and be under the care of other persons not associated with AGC. This includes all activities housed in the Shueyville Church. If you have not filled out a Non-center Activity Permission form, you must send written permission to



the AGC office explaining the activity, date, and time your child is to leave, and who the child is given permission to leave with. The permission slip must be signed and dated.

## **Mandatory Reporting**

Iowa Code requires all employees of licensed centers who have reason to believe a child has suffered from neglect or physical or sexual abuse to contact the Department of Human Services within 24 hours. A written report to the Department of Human Services must follow the oral report within 48 hours. Any mandatory reporter who, in good faith, makes such a report has immunity from any liability, civil or criminal. Records and/or information regarding such cases can be released without a release clearance required in other situations (232.73). The Department of Human Services is responsible for investigating and determining if abuse actually occurred.

As mandatory reporters, we are required by law to report any parent who has left a child unattended in the car while bringing in or picking up a sibling to and from AGC.

## **Unlimited Access**

Parents are afforded unlimited access to their children and to the All God's Children staff during normal hours of operation. Legal documentation is required if parental contact is prohibited.

## **Unauthorized Access**

All God's Children has taken necessary precautions to limit unauthorized access to children within the center during operating hours. Staff is within ratio at all times and actively supervising the children. Only parents and those listed to pick-up your child may have access. If an adult is not recognized, an ID must be provided.

All families are to utilize the front doors of the church for dropping off and picking up your child. Security doors to each wing with an access system was installed in the spring of 2016. Each family will be provided with a pin code to enter the doors. We ask that only adults enter the code to access the doors.

## **Confidentiality of Records**

Information in your child's file is confidential. Records of children are open to staff of All God's Children, the state-licensing agent, and the child's parents or legal guardians. The Department of Public Health Inspector has access to immunization certificates.

## **Communication, Suggestions, Complaints, and Grievances**

Ongoing communication between AGC staff and parents is a vital part of our program. We will keep you informed of curriculum, special events, and other information via white boards, newsletters, emails, TV screens in the church building, on the AGC's website, and on our Message Boards located in each wing. We will share verbally on a daily basis, as well. A strong partnership between our staff and parents is desirable and necessary to provide the best for each child! Please keep us informed of events at home or at school that might affect your child's behavior, attitude, or feelings while at All God's Children.

Feedback from parents is always welcome and necessary in order for All God's Children to grow as a program. We value your insight and suggestions, as we continue your work as providers in a child care and educational setting. Please feel free to email or stop in anytime with questions, concerns, or feedback. We will ask for formal feedback twice a year, once in the fall and another toward the end of the year.

**Our mission at All God's Children is to provide quality education and child care in a loving Christian environment.** We believe that our children, parents, AGC staff, Shueyville Church staff, and AGC Board members are all part of our Christian family. We show concern and give grace by assuming the best of others and resolve conflicts by following the biblical method as taught by Jesus. Please discuss conflicts with whomever it is directly with and bring in a third person, if needed. We view conflict as an opportunity for growth and unity of all by approaching conflict with humility, gentleness, and patience.

**AGC Office:** (319) 848-2393

**AGC Fax:** (563) 594-5166

**Direct Line to School Age Childcare Staff:** (319) 210-2955

**Direct Line to 3's Preschool Childcare Staff:** (319) 210-1863

**Direct Line to 4's Preschool Childcare Staff:** (319) 515-099

**Website:** [www.kidsloveagc.com](http://www.kidsloveagc.com)

**Ali Brodsack – Assistant Director:** [ali@kidsloveagc.com](mailto:ali@kidsloveagc.com)

**Maureen Dale Ernst – Director:** [maureen@kidsloveagc.com](mailto:maureen@kidsloveagc.com)

Miss Brooke - 3's Preschool and Childcare: (319) 210-1863 or [brooke@kidsloveagc.com](mailto:brooke@kidsloveagc.com)

Miss Melanie - 4's Preschool Childcare: (319) 515-0999 or [melanie@kidsloveagc.com](mailto:melanie@kidsloveagc.com)

Miss Diane - School Age Childcare: (319) 210-2955 or [diane@kidsloveagc.com](mailto:diane@kidsloveagc.com)

Miss Connie - 4's AM & PM Preschool: (319) 848-2393 or [connie@kidsloveagc.com](mailto:connie@kidsloveagc.com)

New Hire - 3's AM & 4's PM Preschool: (319) 848-2393

## Preschool

### Preschool Curriculum

AGC utilizes *The Creative Curriculum for Preschool*, a curriculum based on theory and research of four areas of development; social/emotional, physical, cognitive, and language. The children explore the learning environment through 11 interest areas; blocks, dramatic play, toys and games, art, library, discovery, sensory, music and movement, cooking, technology, and the outdoors. Guest speakers and two field trips will be incorporated into the curriculum.

### Preschool Class Arrival & Departure

All God's Children provides six sessions of preschool. Classes are in session from 8:30 to 11:30 on Monday/Wednesday or Tuesday/Thursday for three year olds with a maximum of 16 in each class. Four year olds are in session from 8:30 to 11:30 or 12:30 to 3:30, Monday through Thursday with a maximum of 16 or 19 in each class. Preschool class for 3's childcare is Monday through Thursday, 8:30-11:30.

Children should not arrive until five minutes or less prior to class time. If you would like to visit with a teacher, please schedule that time with her. No child should be left unsupervised in the hall or classroom.

When bringing your child to preschool class, please use the front entrance. We always want to be working on self-help skills, so please allow your child to hang his/her coat and book bag on the appropriate hook in the coatrooms. An adult must accompany your child to the preschool room. Connect briefly with a teacher to make sure that she is aware your child is present and inform the teacher of any special circumstances that will influence your child's day. The children will wash hands when they enter the classroom.

Children must be picked up promptly at the end of preschool class. Parents/guardians should wait outside the preschool room doors when arriving to pick up children.

Children will be dismissed individually to parents/guardians. If you need to speak privately with a teacher, please wait until all children have been dismissed before approaching her. Please remember that only people authorized may pick your child up, unless you have left written permission. This includes friends, grandparents, babysitters, and neighbors. Names may be added to the authorization at any time. A photo ID must be available, if we do not recognize the adult picking up.

### **Daily Schedule for 4 Year Old Preschool**

(Subject to change)

#### AM Class

8:30 – Arrival Time  
8:40 – Large Group  
9:00 – Centers/Snack/Small Group  
9:50 – Clean Up Time  
10:00 – Large Group  
10:20 – Bathroom Break  
10:30 – Outside Time  
*Faith-based Program*  
11:00 - Chapel / Bible Story Time

#### PM Class

12:30 – Arrival Time  
12:40 – Large Group  
1:00 – Outside Time  
1:30 – Bathroom Break  
1:40 – Large Group  
2:00 – Centers/Snack/Small Group  
2:50 – Clean Up Time  
*Faith-based Program*  
3:00 – Chapel / Bible Story Time

### **Daily Schedule for 3 Year Old Preschool**

(Subject to change)

8:30 – Welcome/Wash Hands/Books & Puzzles  
8:45 – Clean Up, Meet at Rug  
9:00 – Large Group (Good morning song, job chart, finger plays, songs, story)  
9:15 - Snack (preparation, prayer, table manners)  
9:30 - Outside Play or Family Life Centers  
10:10 - Centers (art, science, math, games related to theme, writing)  
11:10 - Jesus Time/Chapel  
11:25 - Good-bye and prepare for dismissal

## **Preschool Field Trips**

Two field trips will be scheduled throughout the preschool year; one in the fall and one in the spring. Parents will be notified in advance of the location, date, and time children will be away from the center. We contract with College Community Schools for our transportation. It is acceptable by state law to allow preschoolers to ride in a bus without car or booster seats, due to the extra padding on busses. Fee for field trips are covered in the Enrollment Fee.

Parents are welcome to join us on the fall field trip, provided proper paper work is completed prior to the field trip. To keep this a special day for each child, siblings are not allowed to attend field trips.

## **Preschool Snacks**

Preschool parents are asked to provide nutritious snacks for All God's Children about four to five times during the year. (4's parents are asked to donate snacks. Days not covered by parents will be supplied by state funds.) Snack days will be assigned by the teachers and posted on the monthly calendar. Food allergies will be bolded at the top

of the snack calendar. You are welcome to switch with other parents if a snack day conflicts with your schedule, but please let the teachers know.

Snacks will meet nutritional guidelines set by the Child and Adult Care Food Program and the State of Iowa. Snack must be prepackaged. Fruit must be brought whole and prepared at school. The drink will serve as one food group.

1. 4 fluid ounces milk (skim or 1% and any flavor)
2. ½ cup 100% fruit juice (not juice drink) or ½ cup fruit or vegetable
3. ½ oz. serving of meat or cheese, 1 tablespoon of peanut butter or ¼ cup yogurt
4. bread or cereal serving equivalent to ½ slice of bread, a muffin, 2 graham crackers, 4 saltine or snack crackers, or 1/4 cup dry cereal

Food must be prepackaged or individual ingredients brought from home and prepared at preschool. The following foods are not credible and do not meet guidelines or are a choking hazard and not allowed for children ages 3 and under: fruit drink, fruit roll-ups or fruit snacks, pudding, ice cream, hard candy, nuts, seeds, peanuts, raw peas, hard pretzels, chips, popcorn, and marshmallows.

The following are considered a choking hazard for ages 3 and under and can be served by following these directions; hot dogs (whole or cut lengthwise and cut in half), raw carrots (cut in half), whole grapes (sliced in half), and meat (cut into small pieces).

Snacks are recorded and reviewed annually by our DHS consultant. If the snack provided does not meet the above guidelines, we are required to document and then supplement the snack used to meet guidelines.

## Preschool Childcare

Childcare is available daily from 6:30 AM to 6:00 PM, Monday through Friday. Please sign your child in and out on the clipboard. Each child will have a shared mailbox for preschool and childcare. Lead teachers will send an email to inform you of your child's activities each day.

AGC provides a well-balanced lunch and a morning and afternoon snack guided by the Department of Human Services. Preferred Food Services will cater in lunch daily. The caterer will adjust recipes for most allergies, but will not adjust for gluten free. These parents will be asked to provide lunch for their child. Lunch consists of a main dish, fruit, vegetable, and milk. This is included in the tuition. Menus will be posted on the bulletin board. Lunch will be posted each month and snack will be posted a week in advanced. Staff will update the menu, if there are any changes.

The lead teacher will be the first one to arrive and open AGC. This adult is here for the majority of the day. There will be several other staff members that belong to this room and will have a work schedule that keeps it consistent for the children. The staff from different shifts communicate with each other through a notebook. Parents may relay messages to staff, who will write it in the book, or you may email the lead teacher. Staff emails can be found on page 10 in this handbook or on our website at [www.kidsloveagc.com](http://www.kidsloveagc.com).

### 3's Childcare Daily Schedule

(Subject to change)

6:30 - Free play  
activities **8:30 - Preschool Begins/Circle Time**  
Story 9:00 - Table Activities  
9:15 - Large Group

### 4's Childcare Daily Schedule

(Subject to change)

6:30 - Free play/Table  
8:30 - Circle Time/Bible  
8:30 - Story Time  
8:50 - Centers/Snack

9:25 - Snack	10:00 - Outdoors/Family Life Center
9:40 - Outside or Free Choice	10:45 - Rest Time
10:10 - Centers	11:15 - Quiet Activities
11:00 - Jesus Time/Chapel	11:30 - Lunch
<b>11:30 - Preschool Ends/Lunch</b>	12:00 - Busy Boxes
12:00 - Bathroom break/Books on Cots	<b>12:30 - 4's Attend Preschool</b>
12:20 - Nap Time	<b>3:30 - 4's Return from Preschool</b>
2:15 - Wake up/Small Centers	3:30 - Centers
3:00 - Snack	4:15 - Outdoor/Physical play
3:20 - Story Time	5:00 - Story Time/Music & Movement
3:30 - Outside/Family Life Center	5:15 - Centers
4:30 - Centers	6:00 - AGC closes
6:00 - AGC Closes	

Please use the childcare cell phones, 319-210-1863 for 3's and 319-515-0999 for 4's, to let the staff know if your child will be absent, late, or have any information relating to your child to share. We will have this cell phone on field trips and while playing outside the room, so please add this number to your contacts. We want you to know that you are able to reach our providers at all times.

The following items are needed in the preschool childcare room:

- An extra change of clothes left in the room (pants/shorts, shirt, underwear, and socks) for spills and accidents.
- A rub-on sunscreen and face-stick sunscreen of at least 30 SPF. You are encouraged to bring hats and sunglasses to help with sun protection.
- A **cot sized** blanket for nap time. If your child would like a **small pillow** or a small stuffed animal, those are welcome as well, just please limit items to one of each. The items need to come in a reusable bag (no plastic bags) with their name on it. These items are sent home every Friday to be washed.
- With the weather getting as hot as it does, we would like to provide the option of a water bottle being available to your child all day. If you wish, please bring one with your child's name on it. This will be sent home daily to be washed.

## Preschool Summer Childcare

The following items are specific to the preschool childcare room over the summer:

- The preschoolers in the childcare room go on weekly field trips, along with the school agers, during the summer. Buses and drivers are contracted with College Community Schools. Please arrive by 8:30 on Thursdays. Each child must wear their green AGC t-shirt and tennis shoes.
- We do not go to public swimming pools on field trips, but we do have fun with a Water Day once a week within our own fence. Please bring a swimsuit and towel (labeled with your child's name). These may stay all week on their hooks, if you choose.
- We have Bike Day, held in the front parking lot, on one Friday in June, July, and August. Please bring your child's bike, tennis shoes, and a helmet as required by DHS. Please check to make sure that your child's helmet is adjusted to fit properly. Also, look over your child's bike for loose bolts, etc.

# School Age Childcare

School Age Childcare is available, Monday through Friday, from 6:30 AM to 8:17 AM for before school care and from 4:25 PM to 6:00 PM for after school care. Please sign your child in and out on the clipboard. Each child will have a hook and mailbox. The Bible is used as a foundation for the faith-based component of the All God's Children program. Chapel is weekly, led by the church pastoral staff on a rotating basis. Other daily activities include, crafts, music, reading, play, group projects, large motor games, and enjoying the outdoors. The children are grouped in a variety of ways for activities by ages, interests, and skills. The following schedules may vary:

## Morning Schedule

6:30 – AGC Opens  
7:00 – Low Energy Games and Activities  
7:50 – Prayer and Snack  
8:17 – Bus Departs

## Afternoon Schedule

4:25 – Bus Arrives/Attendance  
4:30 – Prayer and Snack  
4:45 – Group Games/Free Choice/Outside  
6:00 – AGC Closes

## School Age Transportation/Arrival & Departure

Transportation between the schools and the Shueyville United Methodist Church is provided by College Community School District. Please inform the transportation department that your child will ride bus #10 to and from All God's Children at the SUMC. The staff supervise the children as they walk to and from the bus and use the north lobby entrance of the church.

Attendance is taken immediately. If your child is going to be absent, it is very important that you call 319-210-2955 and let the AGC school age staff know. A staff member will call if your child does not get off the bus, unless we have been notified of the absence. Letting staff know of a planned absence will assure us that your child is safe. It is required that you bring your child in using the main entrance of the church and sign him/her in. Be certain to speak with a staff member, so that your child's presence is known. There will be a sign on the door stating where the children and staff are in the building or if they are outside.

## School Age Snacks

Snack is served before and after school. Snacks will consist of one food item and either skim or 1% milk or 100% juice. Food allergies must be noted when submitting the online enrollment form, along with the Allergy Food Exception Statement. Special accommodations will only be made for children who are allergic to the foods we are serving. Otherwise, children are given the option to eat or not eat the planned food served for snacks. A weekly schedule of snacks will be posted for parents to see.

## No School Days

School Age Childcare is available from 6:30 AM to 6:00 PM on 'No School Days' and Snow Days, unless the Early Childhood Center at College Community closes or has a late start. Although we are open for 11 hours, children may be in our care for no more than 10 hours per day. Parents must bring their child into the room, regardless of age. Sign your child in on the clipboard and make contact with the staff member, so that it is known that your child has arrived. The cost of extra care will be deducted by the end of the business week. For those attending 'No School Days Only,' the Assistant Director will contact families for attendance.

The day's activities will be posted on the bulletin board near the mailboxes. Our 'No School Days' have a theme, such as Pajama Day or Camping to bring more variety to the day. Staff will plan activities based on the

theme with group projects, books, large motor games, and crafts. We recognize that children also need ‘down time’ during the day, so Quiet Time is scheduled for the children to relax in a comfortable environment. At times, we will offer a G/PG-rated (with parental approval) movie after lunch for the children to enjoy.

### No School Day Schedule

(subject to change)

6:30 Arrival/Low Energy Activities 8:45  
Dance Time  
9:00 Wash Hands/Prayer/Snack  
9:15 Story Time/Group Activity  
9:30 Craft/Cooking  
10:15 Outside/Family Life Center  
11:30 Wash Hands/Prayer/Lunch  
12:30 Quiet Time/Bible Time  
1:00 Outside/Family Life Center  
2:15 Movie (sometimes)  
3:30 Wash Hands/Prayer/Snack  
3:45 Story Time/Craft or Group Art  
4:30 Free Choice Activities  
6:00 AGC Closes

### Lunch on No School Days:

A sign-up sheet for upcoming No School Days will be posted for parents to indicate whether care is needed or not for that specific day. Preferred Food Service of Coralville caters daily lunches for the preschoolers and is willing to provide lunch for the school agers when needed. Parents will be given the option if they would prefer AGC to provide lunch or if they will bring lunch from home. An additional \$3.50 will be deducted from the families’ account along with the charge for the additional care. A cancellation on the day of, will result in a full deduction of childcare and/or lunch. Menus will be posted a month in advance.

For weather related ‘No School Days’, if school closes before lunch and lunch is served, an additional charge of \$3.50 will be deducted from your account.

## Snow Days

School age care will be available on Snow Days. Parents will be asked to sign up in the fall, whether care will be needed or not. Charges will then be assessed for each snow day. Snow Days will be made up in this order...June 5, 6, and 7 at no extra charge. Additional days after June 7 will be at the discretion of the College Community School Board.

## School Age Summer Childcare

AGC’s provided lunch is optional during the summer for school age care. Preferred Food Service caters lunch in daily. Lunch consists of a main dish, fruit, vegetable, and milk. Recipes will be adjusted for most allergies, but will not adjust for gluten free. These parents will be asked to provide lunch for their child. Menus will be posted on the bulletin board and website. Lunch will be posted monthly and snack will be posted a week in advanced. Staff will update the menu if there are any changes. This option is \$17.50/week and will be added to your child’s tuition.

The following items are specific to the school age room over the summer:

- The school agers go on a weekly field trip. Buses and drivers are contracted with College Community

Schools. Please arrive by 8:30. Each child must wear their AGC t-shirt and tennis shoes.

- We do not go to public swimming pools on field trips, but we do have fun with Water Day once a week within our own fence. Please bring a swimsuit and towel labeled with your child's name.
- Bike Day is scheduled one Friday each month and held in the front parking lot. Please bring your child's bike, tennis shoes, and a helmet as required by DHS. Please check to make sure that your child's helmet is adjusted to fit properly and look over your child's bike for loose bolts, etc.

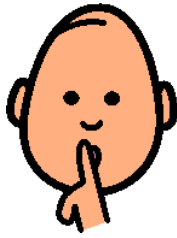
## Department of Human Resources

We are a licensed center and have annual unannounced visits by our childcare consultant. For more details from the Department of Human Services on the information in our handbook and other resources, visit

<https://dhs.iowa.gov/sites/default/files/comm204.pdf>



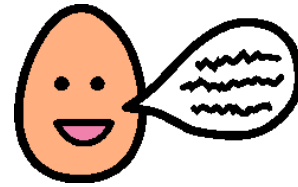
# We Show Respect



We use quiet voices inside.



We listen with our ears.

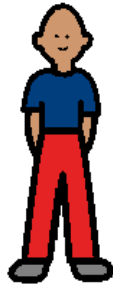


We use kind words.

# We Are Safe



We walk.



We keep hands and feet to ourselves.



We stay together.

# We Are Responsible

We clean-up.



We take care of our toys.



We help each other.



