



# Parent Handbook

Revised Date: March 2021

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# Welcome to All God's Children!

## WHERE WE GET TO TALK ABOUT JESUS!

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, 2021, 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.

We are limited as to the number of children we are able to serve in each program. A waiting list of families desiring to enroll their children in one of our programs has been established. Placement on this list is determined by priority status and date of application.

## 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 funded by the faith-based fee assessed to parents at the beginning

of the year. 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 (SWVPP)

“The purpose of Iowa's Statewide Voluntary Preschool Program (SWVPP) for Four-Year-Old Children is to provide an opportunity for all young children in the State of Iowa to enter school ready to learn by expanding voluntary access to quality preschool curricula for all four-year-old children. The allocation of funds for the Statewide Voluntary Preschool Program is intended to improve access to quality early childhood education and provide a predictable, equitable and sustainable funding method to increase the number of children participating in quality programs. Therefore, the four-year-old preschool funds are intended to increase the number of children participating in quality programs.” “Participating school districts in the Statewide Voluntary Preschool Program for Four-Year-Old Children will follow the Iowa Early Learning Standards. These standards identify the knowledge, skills, motivation, and attitudes needed by preschoolers that lead to success as students enter school and as adults. The developmental areas are: social emotional, physical well-being and motor development, approaches to learning, social studies, creative arts, communication, language, and literacy, mathematics, and science.” (Iowa Department of Education website)

AGC has partnered with College Community School District for the past eight years. A child must be 4 years of age by or on September 15, 2021 to be eligible. Home visits by the lead teachers will take place in the fall and conferences will be held in the fall and spring. The Iowa Department of Education requires districts and partners to assess all preschool children using the GOLD online assessment tool through My Teaching Strategies. This tool allows programs to assess progress based on research-based held expectations. Families will have access to Family Central in GOLD to view progress, as well as lesson plans, documentation, and photos.

## Enrollment

Current families are guaranteed placement for the following school year upon completion of all three steps. 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 January to review the needs of each family. Once the AGC Board has decisions made for the following year, the enrollment process begins!

## Enrollment Process

We have partnered with Enrollsy, an all-in-one enrollment, billing, payment, and childcare management software. We encourage you to use Enrollsy to best stay connected with your child's childcare teacher and to stay up-to-date on your child's day. Please view the short videos on how to use Enrollsy on your phone and/or web browser.

### Two ways to sign in

You have two ways to access your account (you must already be enrolled in order to sign in):

1. By downloading the app
  - Apple App Store
  - Google Play

1. Through your browser - we recommend Chrome or Safari - [app.enrollsy.com/r/LqgYRro2l](http://app.enrollsy.com/r/LqgYRro2l)

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 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.

The Enrollment Fee is non-refundable and covers costs of office work, an AGC t-shirt (if in summer care), and costs associated with soap, tissues, cups, napkins, crafts, etc. This fee is required before submitting the online enrollment form.

### **Step 3: Hard Copy Forms**

A few hard copy forms are still needed and will be found on the Enrollsy website/phone application. You must log in to see what forms are missing. All information submitted will remain confidential and will be shared with AGC staff as required to meet the needs of the child.

- Immunization
- Physical Form – preschool only
- Birth Certificate
- Medical Needs Forms
- Miscellaneous Forms
- Payment Agreement

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 Automatic Clearing House (ACH).* 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 ACH 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 \$25 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: \$25 – Insufficient funds will be assessed an additional fee of \$25.

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.

Notification of tardiness or absence - It is vitally important that you notify the center immediately of any changes in your child's attendance and the reason for the change, particularly if it is due to your child's health status. The Department of Human Services Licensing Regulations requires that AGC post any notification of a communicable disease that children may have been exposed to at the center. Without such notification, we are unable to notify you and/or other parents to be on alert for illness. If your child misses 10 consecutive days or more from the AGC program without notification of the absence, AGC will assume that services are no longer needed and the spot will be refilled with a family from the waitlist.

## Tax Information

Statements for tax purposes can be found at [Enrollsy.com](http://Enrollsy.com) under your personal account.

Our Federal Tax ID is 42-1062415

## 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 into 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 four days of Professional Development on August 19 and 20, October 18, and February 14. Regular tuition will not be charged for August 19 and 20, but will be charged during the other two days 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/opens late for the day due to extreme weather, AGC will also close early/close/open late 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

Please notify the AGC office if your child will not be attending preschool and/or childcare. Absences can be communicated either by phone, email or via the Enrollsy software system. An answering machine will record your message if we are unavailable or out of the office. When communicating your child's absence please also communicate the reason for the absence. It is important to track illness in the center and in your child's classroom. If your child misses preschool or childcare, payment is still required for the days missed.

## Expectations

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 various positive problem solving 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 first/then boards

AGC has three center-wide expectations with three rules for each expectation. These expectations and rules are posted in all classrooms and throughout the center. A visual is included at the end of this handbook.

**We Are Safe:** We walk. We keep our hands and feet to ourselves. We stay together.

**We Show Respect:** We use quiet voices inside. We listen with our ears. We use kind words.

**We Are Responsible:** We clean up. We take care of our toys. We help each other.

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 (i.e If your child's last day at AGC will be June 28th, notice must be received by June 14th.)

## Student Dismissal

Dismissal refers to the termination of a child's enrollment in the All God's Children program. Dismissal occurs when a child consistently inhibits their classroom from providing a stimulating, safe, and healthy learning environment. The goal of AGC is to allow every child a fair opportunity to be a part of the program and to resolve any ongoing issues to the best of our program's ability. It is only after repeated failed attempts to modify the situation that discharging a child is brought into consideration. Discharge will occur when the Parents, Director and child's Teacher have exhausted every means of resolving the child's constant disruptive behavior while still following the mission of All God's Children. An adequate time frame, if needed, will be given to the family in order to find alternative care.

We may ask that you withdraw your child from AGC in the unlikely event and if any of the following situations arise:

- Failure to pay tuition and other fees.
- Failure to follow AGC's policies.
- Continual arrival or departure beyond regular hours of operation.
- KNOWINGLY bringing an ill child. Ill child is defined as a child with fever, other illness symptoms, or having been medicated within the last 12 hours.

## Toilet Trained/Pull-up Changing

AGC requires that 3 year olds be toilet trained in order to enroll. The state-funded Staff Handbook Procedure: Diaper Changing Diapers are to be checked/changed every two hours. Diapers are also to be checked/changed when a child wakes up from all naps. Diapers are to be changed within 5 minutes of discovering they are wet or soiled.

- Prepare the area by gathering all necessary supplies and wipes before starting the diapering process.
- Put on clean rubber gloves (change gloves for each child).
- Open up the diaper.
- Clean the child's bottom, place used wipes inside the diaper
- Take the diaper off the child.
- Diaper the child.
- Fold the diaper up, using the sticky tabs to close.
- Place soiled diaper in diaper pail.
- Squirt changing pad with bleach water solution. Let stand for two minutes then wipe dry with a paper towel after each child.



- Wash the child's hands with soap and water
- Wash your hands with soap and water (after each child).

A hand must be on the child at all times while on the changing table. NEVER LEAVE THE CHILD UNATTENDED AT ANYTIME.

\*Staff do not use hand washing sinks for bathing children or removing fecal material.

Diapering poster to be posted in classrooms: <https://www.idph.iowa.gov/Portals/1/Files/HCCI/diapering.pdf>

Once the child shows an interest in being trained we will make every attempt to work with parents to use the same techniques that are being used in the home. Common techniques are frequent reminders and positive praise. Although we respect your wishes as a parent, if a child is showing no interest or success in the training, we reserve the right to stop the training until a child is ready. If an accident occurs at school, your child will be immediately changed so please supply plenty of extra clothes during this period. We are not allowed to wash clothes that are covered in urine or feces, but they will be given to you in a sealed bag to be laundered at home.

## 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 100.4 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.

The following guidelines are enforced for these contagious diseases:

Contagious Disease	Policy
Chicken Pox	A child will be allowed to return to school after <b>all</b> Chicken Pox is crusted over (5 to 7 days).
Pink Eye/Conjunctivitis	A child will be allowed to return to school 24 hours after proper medication is administered and with a doctor's note
German Measles/Rubella	A child may return to school seven days after the rash begins.
Giardia/Shigella	A child will be allowed to return to school when there is documentation of two negative stool cultures after treatment.
Head Lice	Children shall not be excluded immediately or sent home early from childcare because of head lice. Parents of affected children shall be notified and informed that their child must be treated properly before returning to the child care facility the next day.
Hand Foot and Mouth	A child may return to school when he/she has been fever free for 24 hours and the blisters have all dried. A child may return with a doctor's note.
Hepatitis A	A child may return to school one week after the illness has started and he/she is fever free for 24 hours.
Herpes Simplex	A child may return to school with approval of child's doctor.
Impetigo	A child may return 24 hours after an oral medication has begun and 48 hours after a topical medication has begun.
MRSA	A child may return with a doctor's note when the wound is covered and no longer draining.
Pinworms	A child may return the day after treatment begins as prescribed by your child's doctor.
Ringworm	A child may return 24 hours after treatment begins as prescribed by the child's doctor along with a doctor's note with diagnoses and treatment.

Roseola	A child may return 24 hours after treatment begins as prescribed by the child's doctor along with a doctor's note with diagnoses and treatment.
Strep Throat	A child must be on an antibiotic 48 hours and be free of a fever for 24 hours before returning.

*A child that is too sick to go outdoors is considered too sick to be at the center. We will expect all children in attendance to go outdoors if the class is going outdoors.*

## 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 a 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, or given to staff upon arrival.

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.

## Physical Examination Report

Per the Iowa Department of Human Services, for each child five years of age and younger not enrolled in kindergarten, the child care center shall require an admission physical examination report, submitted within 30 days from the date of admission, signed by a licensed medical doctor, doctor of osteopathy, physician's assistant or advanced registered nurse practitioner. The date of the physical examination shall be no more than 12 months prior to the first day of attendance at the center. The written report shall

include past health history, status of present health including allergies, medications, and acute or chronic conditions, and recommendations for continued care when necessary. Annually thereafter, a statement of health condition, signed by a licensed medical doctor, doctor of osteopathy, physician's IAC.

For each child five years of age and older and enrolled in school, the child care center shall require, prior to admission, a statement of health status signed by the parent or legal guardian that certifies that the child is free of communicable disease and that specifies any allergies, medications, or acute or chronic conditions. The statement from the parent shall be submitted annually thereafter.

### *Religious Exemption*

Religious exemption. Nothing in this rule shall be construed to require medical treatment or immunization for staff or the child of any person who is a member of a church or religious organization, which has guidelines governing medical treatment for disease, that are contrary to these rules. In these instances, an official statement from the organization shall be incorporated in the personnel or child's file.

## 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 or cake please. Other possible options are cookies, ice cream, ice cream sandwiches, donuts, or 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.

Individual teachers reserve the right to have special days, where they allow children to bring an item from home. In the event of these special days, parents will be notified. Please mark all items with your child's name as they may be lost, stolen, or broken. AGC is not responsible for lost, stolen, or broken items.

## 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:

**Fall: Beginning of the Year Questionnaire**

**Spring: Program Improvement Family Survey**

**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) 515-0999

**Direct Line to 4's AM Childcare Staff:** (319) 259-9626

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

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

**Brooke Weber – Assistant Director:** [brooke@kidsloveagc.com](mailto:brooke@kidsloveagc.com)

Miss Kim - 3's PS & Childcare:	(319) 210-1863 or <a href="mailto:Kim@kidsloveagc.com">Kim@kidsloveagc.com</a>
Miss Laura - 4's PM PS Childcare:	(319) 515-0999 or <a href="mailto:laura@kidsloveagc.com">laura@kidsloveagc.com</a>
Miss Diane - School Age Childcare:	(319) 210-2955 or <a href="mailto:diane@kidsloveagc.com">diane@kidsloveagc.com</a>
Miss Connie - 4's AM & PM PS:	(319) 848-2393 or <a href="mailto:connie@kidsloveagc.com">connie@kidsloveagc.com</a>
Miss Stacy - 3's AM & 4's PM PS:	(319) 848-2393 or <a href="mailto:stacy@kidsloveagc.com">stacy@kidsloveagc.com</a>
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Preschool

# Preschool Curriculum

The most important goal: to help children become lifelong learners. This means encouraging children to be self-guided learners who are not afraid to try out their ideas and to think their own thoughts. We're teaching them how to learn, not just in the early childhood years, but also all through their lives. We're allowing them to learn at their own pace and in the ways that are best for them. We're giving them good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

Our curriculum identifies goals in all areas of development:

- Social: To help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of the group.
- Emotional: To help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- Cognitive: To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- Physical: To help children increase their large and small muscle skills and feel confident about what their bodies can do.

**Teacher's Role:** Qualified, dedicated teachers are essential to the development of a quality program that promotes the individual development and success of each child.

Knowing how children develop is the foundation for every teacher. Building meaningful relationships with children and families is the key to that knowledge.

Careful observations and ongoing assessments will further the teachers' knowledge about each child's learning style and present level of development. Teachers use this information to create an environment that includes a balance of both child initiated learning and teacher directed learning. As teachers engage with children throughout the day, they are able to determine the degree of their involvement.

**Parent's Role:** We acknowledge and value that parents are their child's first teacher.

Establishing a partnership with the child's teacher/center is imperative to the success of the child. This can be accomplished through ongoing communication with the center and the child's teachers, as well as frequent participation in the child's program. If you have a unique talent, skill, and/or special area of interest you would like to share, please let your child's teacher know.

Each program/classroom establishes and follows a consistent, yet flexible, daily routine based on developmentally appropriate practices and the individual needs of each child in the group. Daily schedules and weekly lesson plans are visibly posted in each classroom. Please take the opportunity to become familiar with your child's routines and activities and discuss your child's experiences with him or her daily.

## **All classrooms at All God's Children utilize the following curriculums:**

**Creative Curriculum-** A Department of Education endorsed early childhood teaching framework. Creative Curriculum is based on the accepted theories of child development and supports our

philosophy that children learn best through active learning. Our environment is designed to facilitate maximum learning and includes a wide variety of activities that promote literacy, language, cognitive, the Arts, scientific thinking, fine motor, gross motor, and social, and emotional development. Children are able to select activities and materials that interest them and allow them to be actively involved. Teachers work with the individual child to promote development in all areas. Knowledge of child development, interactions, and observations allow teachers to gather information about each child's temperament, interest, culture, emerging capabilities, and preferred learning style to meet the needs of every child and plan appropriate environments and activities.

**Positive Behavior Intervention Supports** - The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. PBIS schools apply disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and supports to improve school climate for all students.

### **Stated funded 4 Year Old Preschool utilizes the following curriculums:**

**Everyday Math** - a comprehensive Pre K mathematics program engineered for the Common Core State Standards. Developed by The University of Chicago, School of Mathematics Project, the Everyday Mathematics spiral curriculum continually reinforces abstract math concepts through concrete real-world applications.

**Second Step** - is designed to promote social competences and reduce social and emotional problems by teaching children skills in the core areas of empathy, emotion management (impulse control, emotional regulation, anger management), and problem solving. The goal is to promote a caring classroom community but also to foster children's lifelong learning to become healthy, responsible, and productive members of society.

**Jolly Phonics & Heggerty Phonemic Awareness** - a fun and child centered approach to teaching literacy through synthetic phonics. With actions for each of the letter sounds, the multi-sensory method is very motivating for children and teachers, who can see their students achieve.

## **4's Preschool Assessment Methods**

Teachers are trained in both formal and informal assessment methods. Familiar adults/classroom teachers and support staff will assess children in a quiet area free of distractions. Teachers will share assessment information with families via conferences and/or home visits. Confidentiality policies will be followed when handling student's assessment data.

**Teaching Strategies GOLD** - focuses on 38 research based objectives for development and learning. Gold allows teachers to collect evidence through observation, portfolios, partnering with parents, and interactions to identify where a child is at in their development and where they are going. Teachers are able to individualize learning for the children in their care and use this information to plan an environment and activities to help in the development of the whole child. All student data will be entered on to Gold online in the fall, winter, and spring.

**IGDI** - is a Department of Education endorsed literacy screener. Preschool teachers and support staff trained



in IGDI administration will complete the IGDI's assessment in the fall, winter, and spring to children entering kindergarten the following year.

**Outside Screenings** - In addition to the tools listed above, developmental and health screenings are conducted as needed by outside agencies such as Grant Wood AEA and the Lions' Club. Parental permission is requested prior to all screenings. Scheduled dates and times for screenings will be distributed to parents in advance of the screening. Parents as well as teaching staff will have access to the results of the screenings.

**Conferences/Home Visits**- in addition to the Open House held prior to the start of the school year Preschool Teachers will schedule an orientation home visit with families prior to the start of school. Parent-teacher conferences are scheduled twice each year for all families. All parents are encouraged to take advantage of this opportunity to discuss their child's development with their primary teacher. Teachers and parents will also work on developing shared individual goals for children during the conference time. Additional conferences and/or home visits can be scheduled on an as needed basis at the request of parents.

## 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 bookbag on the appropriate hook in the coat rooms. 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.

## 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. The 3 year preschool fee for field trips are covered in the Enrollment Fee.

Parents are welcome to join us on the fall field trip, provided proper paperwork 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 (State-funds pay for 4's Preschool). 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. Snacks 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 provide 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. Staff emails can be found on page 11 in this handbook or on our website at [www.kidsloveagc.com](http://www.kidsloveagc.com).

Please use the childcare cell phones 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.

## 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.

### 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.

### Lunch on No School Days:

A sign-up sheet for upcoming No School Days will be posted three weeks out, 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 the morning of the day by 7a.m. for whether care will be needed or not. Charges will then be assessed for each snow day.

## School Age Summer Childcare

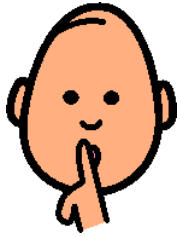
AGC's provided lunch is optional during the summer for school age care. Preferred Food Service caters lunch in daily. Lunch consists of a main dish, fruit, vegetable, and milk. Recipes will be adjusted for most allergies, but will not adjust for gluten free. These parents will be asked to provide lunch 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 advance. 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.

## Department of Human Resources

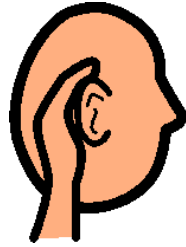
We are a licensed center and have annual unannounced visits by our childcare consultant. For more details from the Department of Human Services on the information in our handbook and other resources, visit

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

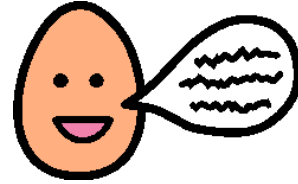
# We Show Respect



We use quiet voices inside.



We listen with our ears.

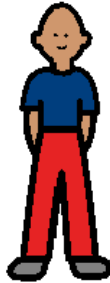


We use kind words

# We Are Safe



We walk.



We keep hands and feet to ourselves.



We stay together.

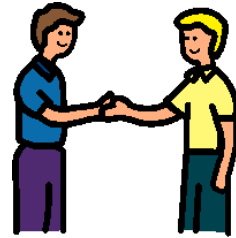
# We Are Responsible



We clean-up.



We take care of our toys.



We help each other.

