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Y PRESCHOOL HANDBOOK



MARSHALLTOWN YMCA YWCA
108 Washington Street, Marshalltown IA 50158
641 752 8658 www.ymca-ywca.org

WELCOME TO Y PRESCHOOL (IQPPS 1.1)

Y Preschool's goal is to provide high-quality preschool programming that meets the needs of each child, including children with disabilities and diverse backgrounds. The Y, in cooperation with the Marshalltown Community School District, strives to provide a rich learning environment that encourages children's natural curiosity and supports them in new skill development. The Y Preschool program provides children with an atmosphere where they are safe, respected, and cared for at all times. Children are given the opportunity to participate in planned, active learning experiences to build readiness skills.

The program meets Iowa Quality Preschool Programming Standards*, administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations for the children and instructional practices. Teachers and paraeducators are certified in accordance with the Early Childhood Education Standards as defined by the State Board of Education Examiners. The center is also licensed through the Iowa Department of Health and Human Services and follows all HHS regulatory guidelines.

Y PRESCHOOL MISSION AND GOALS (IQPPS 10.1)

Y Preschool respects the uniqueness of each child. The program engages children's learning in developmental areas, while allowing for individual differences in learning styles. Creativity is encouraged through play based experiences. Y Preschool believes that child initiated play experiences give children the opportunity to explore and practice motor, cognitive, communication, and social skills.

Y Preschool will provide a high quality, developmentally appropriate early learning program for students by:

- Maintaining a safe classroom
- Creating a trusting and consistent environment
- Facilitating learning through play, in large group, small group, and individualized instruction
- Providing an opportunity for exploring and experimenting
- Emphasizing the process, not the product
- Modeling empathy and compassion
- Providing a child-centered program evolving from the interests of the children along with planned studies
- Using curriculums that are continually revised to ensure a variety of developmentally appropriate experiences

ADMINISTRATION (IQPPS 10.2)

Teachers and Paraeducators (IQPPS 6.2, 6.3, 6.4)

Statewide Voluntary Preschool Program Teachers are licensed by the Board of Educational Examiners and hold both an Early Childhood Endorsement and/or Early Childhood Special Education Endorsement. Paraeducators carry out activities under the supervision of the teacher. They meet the requirements or are working toward certification under the Board of Educational Examiners. Teachers and paraeducators are involved in professional development related to early childhood, special education, assessment, and behavior.

Preschool Director (IQPPS 8.1 - 8.4)

The Preschool Director assists the programs with registration, professional development, continuity between the classrooms to meet quality standards, and outreach to community partners and programs.

Professional Development (IQPPS 6.5, 6.6)

All Preschool Teachers and Preschool Paraeducators will have professional development learning specific to Preschool and Early Childhood in accordance with the Iowa Department of Human Services Licensing Standards.

Orientation for New Staff (IQPPS 6.1)

Before working alone with children, new staff are given an initial orientation that introduces them to the fundamental aspects of program operation including: Program mission, values and goals; Expectations for ethical conduct; Health, safety and emergency procedures; Individual needs of children they will be teaching or caring for; Accepted guidance and classroom management techniques; Daily activities and routines of the program; Program curriculum; Child abuse and neglect reporting procedures; Program policies and procedures; Iowa Quality Preschool Program Standards and Regulatory requirements.

CURRICULUM AND TEACHING (IQPPS 1.5,1.6,2.1–2.30, 8.3, 3.1–3.18, 9.1–9.4)

Y Preschool uses Creative Curriculum and Frog Street Curriculum as its framework. The Creative Curriculum is a research-based preschool curriculum that focuses on four main developmental areas: Social and Emotional Development, Physical Development, Cognitive Development, and Language Development. A family's culture and the child's experiences outside the school setting are recognized as being an important part of the child's growth and development. The curriculum goals and objectives will guide teachers' planning and instruction based on the Teaching Strategies GOLD® assessment tool. Other assessments include Individual Growth & Development Indicators (IGDIs) and teacher checklists.

Each day, students will have choice time among the different interest areas or centers. They will have the opportunity to self-select where they might like to play and work. Examples of interest areas are:

- **Library:** Students may read and look at a variety of books independently or with peers.
- **Technology:** Each classroom has access to media and technology.
- **Writing:** Students have access to a variety of writing utensils and materials.
- **Art:** Students may choose a variety of art materials to create individual works of art.
- **Sensory Table:** Students can develop their senses and cognitive development through play in a sensory table. Items may include water, sand, snow, rice, pasta, etc. Materials are rotated on a regular basis.
- **Blocks:** Students can build with different types of blocks and engage in imaginary play with items added to the block center.
- **Dramatic Play:** Students may role-play and pretend with props and settings. Materials are rotated to allow for a variety of experiences.
- **Toys and Games:** Children will develop cognitive skills, such as counting, problem solving, categorizing and matching.
- **Science:** Children will explore with a variety of science materials.

Teaching staff support children as they help them build friendships by entering into, sustaining, and enhancing play. Staff also assist children in resolving conflict by helping them identify feelings, describing problems, and trying alternative solutions.

Assessment (IQPPS 4.1–4.9)

Students may be assessed in any of the followings ways:

- Teaching Strategies GOLD®; an online-based assessment composed of observations of each child done twice per year.
- Ongoing observations throughout the year
- IGDIs (Individual Growth and Development Indicators) done three times per year to assess growth of early literacy skills
- Child samples and artifacts for portfolios and GOLD® observations
- Information shared by families and parents as families are encouraged to share observations about their child's abilities.

IQPPS 2.5)

Assessment information is used to help guide instruction based on the children's needs, interests, and ability in order to plan effective instruction. Teachers meet in a Professional Learning Community (PLC) and plan collaboratively.

(IQPPS 4.9, 7.1–7.7)

Assessment information will be shared formally with families during Parent/Teacher Conferences in the fall and spring. Informal conferences are welcome and can be requested at any time. If the teacher or family has a concern, assistance can be requested from Central Rivers Area Education Agency (CRAEA) at any time.

Daily Activities (IQPPS 2.6)

A consistent daily schedule is planned to offer a balance of learning activities. Students will have the opportunity for the following types of activities every day: small and large group, self-initiated learning, creative expression, early literacy experiences, and fine and gross motor activities. Play is planned for each day.

Outside Play and Learning (IQPPS 5.4, 9.5, 9.6, 9.7, 9.8)

Students have daily opportunities for outside play, weather permitting. Outside play allows children the opportunity to develop large muscle skills, get exercise, and be active together. Staff will ensure that children are appropriately dressed for outside play. Sunscreen and/or insect repellent can be applied at school when it is provided by parents and parents have given written permission. Outdoor play equipment is age and developmentally appropriate, is fenced to avoid hazards, and arranged so staff can easily supervise children. A playground safety checklist is completed and is on file. In the event students cannot go outside due to weather conditions, children will be given the opportunity for large motor movement inside the gym.

PROGRAM DETAILS

Eligibility

Children who are 3 years old by August 1st of the current school year are eligible to attend 3 year old preschool. Children who are 4 years old by September 15th of the current school year are eligible to attend 4 year old preschool.

Inclusion (IQPPS 9.10)

Y Preschool provides for all children, including those with disabilities and unique learning needs. Inclusion in our center will enrich the experiences for teachers, students, other children, and their families.

School Closings

Y Preschool does not follow the Marshalltown School calendar for closings. Y Preschool will only close if the YMCA-YWCA deems necessary. Closing information will be posted on the Y website, Procure and Facebook account. You may also call the Y to check on closings. An email will be sent out to parents participating in email notifications. **Y Preschool is CLOSED:**

Labor Day: September 7, 2026

Thanksgiving: November 26 & 27, 2026

Christmas Holiday: December 24 & 25, 2026 *Additional dates TBD

New Year Holiday: December 31, 2026 & January 1, 2027 *Additional dates TBD

Personal Belongings

Students are NOT permitted to bring toys from home. NO exceptions. Please send an extra set of clothing to remain at the center in case of accidents. As the seasons change, please make sure the clothing is weather appropriate. Children may get dirty during the preschool day and accidents happen! Please take notice when extra clothes are used and send new the following day. Please label children's belongings.

Birthdays (IQPPS 5.9, 5.13, 5.17)

Birthdays are a special time in a child's life! It is not necessary to send birthday treats, but if you choose to do so, items will be sent home with your child's classmates at the end of the school day. Please consider sending something that is individually packaged. Due to health regulations, items cannot be homemade.

Food & Nutrition (IQPPS 5.9-5.17)

Students are provided breakfast, lunch and afternoon snack. Meals follow the Child and Adult Care Food Program (CACFP) Meal Patterns. Staff sit with students during meal times. Clean, sanitary drinking water is made available to children throughout the day. All food is prepared, served, and stored according to guidelines. Children are welcome to bring snacks or lunch from home at any time.

(IQPPS 5.15, 5.16) For children with health care needs, food allergies, or special nutrition needs, the child's healthcare provider should provide the program with written documentation. The child's teacher, along with other staff, will work together to meet the child's needs.

(IQPPS 5.15) High-risk food, often involved in choking, will not be served. Other foods will be cut to bite-sized pieces for children who need additional help.

Rest Time

Children will be given time to rest each day in a quiet environment. Quiet time is an important part of the full day preschool routine, giving children the opportunity to rest and recharge for the remainder of the day. Y Preschool provides cots for each child. Please provide a crib size sheet and a small blanket only, these will be laundered weekly at the center. Please do not bring a pillow or stuffed animals.

POLICIES AND PROCEDURES

Supervision Policy (IQPPS 3.7)

Staff will be responsible for making sure all indoor and outdoor environments are safe for students. No child will be left unsupervised while attending preschool. Children will be supervised primarily by sight. Supervision for short intervals by sound is permissible as long as staff are nearby, an example would be a child independently using the restroom.

Child Guidance and Discipline (IQPPS 1.7, 1.8, 1.9)

Staff will use positive guidance, redirection, and pre-planning with all children in the classroom. Consistent and clear rules are taught and practiced to foster the children's ability to become self-disciplined. Early Childhood Positive Behavior Interventions and Supports (PBIS) is the framework for each classroom. Teaching staff will encourage children to respect others, be kind, be safe, and learn to be responsible for their actions. Red and Green Choices is used to set reasonable and achievable behavioral standards, then teaches students to choose acceptable green solutions to situations. These tools help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn turn-taking.

Challenging Behavior (IQPPS 1.8, 1.9, 3.2, 8.2 - 8.4)

Teaching staff participate in professional development related to behavior. Aggressive behavior toward children or staff is unacceptable. Staff will intervene immediately when a child becomes physically aggressive in order to protect all of the children and encourage more acceptable behavior. If a child displays persistent, serious, and challenging behaviors, the teaching staff and parents with support of the Preschool Director and CEO will work as a team to provide extra help so the child can successfully participate in the program. The team may also choose to involve Central Rivers AEA for additional support.

Permissible Methods of Discipline (IQPPS 1.2 - 1.4)

For acts of aggression (biting, scratching, hitting) and fighting, staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors. In addition, staff may: 1. Separate the children involved. 2. Immediately comfort the child who was injured. 3. Care for any injury suffered by the victim. 4. Notify parents of the children involved in the incident. 5. Review the adequacy of the teaching staff supervision and appropriateness of activities.

Prohibited Practices

Y Preschool does not and will not employ any of the following disciplinary actions:

- Harsh or abusive tone of voice with the children or making threats
- Physical punishment
- Any punishment that would humiliate, frighten, or subject a child to neglect
- Withhold or threaten to withhold food as a form of discipline

Toilet Learning (IQPPS 5.5)

Toilet learning is an important time in a child's development. Families are encouraged to be working on this skill at home. Staff will work to promote these skills at both home and school. A spare set of clothing for each child should be kept at the center in case of accidents.

Field Trips

The center will provide advance notice of planned field trips. Written authorization is required for children to participate. During field trips, staff will maintain small groups of children and emergency information will be taken along.

Water Activity (IQPPS 5.7)

When a water play table is present in the classroom for children to stand and play with their hands in the water, the following procedures will be followed. Children with sores on their hands are not allowed to participate with others in water play. Children are not allowed to drink the water in the water table. When the activity is complete, the water table is drained, sanitized, and refilled with new water. Outdoor water play is limited to tubs and buckets or containers, as well as a water table.

Swimming

Students will walk to the Horne-Henry Center for water safety lessons with the Y's Aquatics Staff and certified lifeguards. Please wear suit/trunks under clothes and bring a towel on swimming days. Children must have suit/trunks in order to swim. The Y does not provide extra suits/trunks.

COMMUNICATION (IQPPS 1.1, 4.9, 7.5, 7.6)

Y Preschool will promote communication with families and staff by email, electronic messages via Procure or verbal conversations. Families are encouraged to send notes/emails with important information. Teachers will send home regular newsletters and notes. Parents are encouraged to maintain regular, ongoing, two-way communication with teachers in a manner that best meets their needs—email, in-person, notes, Procure texts or phone calls.

Open and honest communication between families and the center is an essential component of a high-quality early childhood program. Parents and legal guardians are welcome to visit the classroom. Parents are encouraged to address concerns with the child's teacher.

Arrival & Dismissal (IQPPS 10.9)

Children may arrive as early as 7:15 a.m. It is recommended that children arrive by 8:30 a.m. to allow for play before the starting the preschool day. Breakfast will be served at 8:30 a.m. to those in attendance. If arriving after 8:30 a.m. please have breakfast before coming to preschool. Preschool teachers will take attendance at the start of breakfast and at all transitions throughout the day. A total count of children will be indicated at the bottom of the sheet for that day. Preschool dismissal is at 3:30 p.m. Children staying later than 3:30 p.m. will take part in the Y's After School Care Program. After School Care takes place in the Preschool Rooms for an additional fee.

Children will not be released to anyone that is not listed on the authorized pick-up form. Any requested change must be made in writing on the release form. Staff will ask for I.D. from parties that are unfamiliar, but have permission to pick up a child. Any person picking up a child must present a valid driver's license upon request.

A copy of a court order must be on file with the center if any biological parent is to be denied access to a child. It is parents' responsibility to make the preschool director and teachers aware of any situation of separation/divorce for dual communication/conferences, which should be made available to both parents.

Reporting Absences

Students are expected to attend preschool regularly. Irregular attendance interferes with children's progress. To report an absence, please notify teachers by calling Y Preschool:

- Four Year Old Room (641)352-5072
- Three Year Old Room (641)352-5073

Please call by 8:30 a.m. to report an absence. Late breakfasts will not be served and lunch will not be ordered if notice of a late arrival is not given by 8:30 a.m. students must bring lunch that day. Weekly fees are the same regardless of attendance, a full time spot is being held for each preschooler.

Preschool Advisory Committee (IQPPS 7.2, 10.15)

The Marshalltown Community School District will be forming an advisory committee that includes parents, teachers, administrators, and community partners; Y Preschool. This group will meet quarterly to provide feedback on services that meet children's and families' needs.

Ethics, Confidentiality, and Children's Records

Staff follow an important code of ethics to guide involvement with children and families. It is essential to protect the confidentiality of all information concerning children and their families. Preschool staff will refrain from talking about children in their presence unless the child is part of the conversation. No information about any particular child shall be shared with another child's parent.

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have legitimate educational interest are allowed to access records without the parent's permission.

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

FAMILY INVOLVEMENT (IQPPS 7.1 - 7.7)

Families are encouraged to be involved in their child's education. Teachers use a variety of formal and informal ways to become acquainted with and learn from families about their family structure and preferred means of communication, as well as any other information the family wishes to share. Home visits are conducted at the beginning of the school year for all Statewide Voluntary Preschool Program (4 year old) students. Parent-Teacher conferences are held in the fall and spring. At least one preschool family event is

held during the school year. Families are encouraged to share any concerns, preferences, or questions with teachers or administration at any time.

Y Preschool invites families to become involved in one or all of the following ways as well as welcoming other ideas.

- Support child's daily transition to school by sharing information about interests and abilities.
- Keep teachers informed of changes and events that might affect behavior and allow teachers to be more responsive to needs.
- Attend family events
- Return all forms and questionnaires promptly.
- Attend Parent-Teacher Conferences.
- Take time to read notes and newsletters.
- Check child's backpack each day.
- Share any family's cultural traditions, celebrations, or customs.
- Help with special events.

IQPPS 7.2, 8.3, 9.10)

Y Preschool does not discriminate on the basis of race, national origin, creed, age, marital status, or physical disability in its education programs, activities, or employment policies as required by Title VI or VIII of the 1964 Civil Rights Act, Title IX of 1972 Education Amendments, and the Federal Rehabilitation Act of 1973. Y Preschool will, to the extent possible, provide full opportunities for meaningful participation of the families with children with limited English proficiency and families with children with disabilities.

(IQPPS 7.5 – 7.7)

Y Preschool believes families should be supported in making decisions about services their child may need. Each classroom supports families so they may best advocate for their child. Administration will provide information to families about available community resources and assist as requested in helping families make connections.

Transitions (IQPPS 7.5 – 7.7)

Home-school connections are crucial in the transition to kindergarten or any other program, such as special education. The child's family provides the consistency and continuity necessary for a young child to be successful. Making a change from one program to another can sometimes be difficult for a child whether the transition is within the same building or another location. Administration will partner with the family to make the transition as smooth as possible by connecting family members with the next program's staff. Preschool staff will also provide information about enrollment policies and procedures, program options, and arrange a visit whenever possible.

HEALTH AND SAFETY

Y Preschool is committed to promoting wellness and the health and safety of children and adults who participate in the program. In order to provide a safe and secure environment for each child and adult, guidelines are followed as required by the Iowa Quality Preschool Program Standards (IQPPS), Iowa Department of Health and Human Services (HHS), and pediatric authorities in the field.

Health and Safety (IQPPS 9.9, 9.11, 9.14)

In terms of space, there is a minimum of 35 square feet per child in the primary indoor activity area. Staff protect children and adults from hazards, including electrical shock, burns or scalding, slipping, tripping or falling. Floor coverings are secured. The program excludes baby walkers. There are no bodies of water, playgrounds are fenced in, and staff closely supervise all water table activities.

Health and Immunization Certificates (IQPPS 5.1)

Within six weeks of a child beginning in the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics. Immunization certificates are audited each Fall by Iowa Department of Public Health nurses.

If a child is overdue for any routine health services, parents, legal guardians, or both must provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunizations for which parents are using religious exemption.

Health and Safety Records (IQPPS 5.1, 10.8 10.10)

Health and safety information collected will be maintained on file for each child in the preschool director's office. Director maintains student health records that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics. Files are kept current by updating at least annually, or as needed. The content of the file is confidential, but is immediately available to administration or teaching staff with consent from a parent or legal guardian for access to records, the child's parent or legal guardian, and regulatory authorities, upon request.

Child Health and Safety Records will include:

- Current information about any health insurance coverage required for treatment in an emergency
- Results of a health examination, showing up-to-date immunization and screening tests with an indication of normal or abnormal results, and any follow up required for abnormal results
- Current emergency contact information for each child that is kept up-to-date throughout the year
- Names of individuals authorized by the family to have access to health information about the child
- Instructions for any of the child's special health needs, such as allergies or chronic illness
- Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency or that require regular medication or technology support
- Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

General Health and Safety Guidelines (IQPPS 5.4, 5.6)

- All staff must be alert to the health of each child, known allergies, or special medical conditions. Under the supervision of the preschool teacher, all staff must be alert to the whereabouts of all children. Systems are in place for accounting for all children at regular intervals, especially during periods of transition.
- All staff members are to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff members are familiar with evacuation routes.
- All teaching staff completes "Universal Precautions" annually.

Illness Policy and Exclusion of Sick Children (IQPPS 5.3)

For the health and safety of all children, it is mandatory that sick children not attend preschool. If a child has any of the following symptoms during the previous 24 hours, he/she will not be admitted the following day for the safety of the other children.

- Fever greater than 100 degrees Fahrenheit
- Vomiting
- Diarrhea
- Pink eye with drainage
- Cough with congestion and excessive nasal discharge
- Unexplained rash

The policy for an ill child to return to school:

- Fever free for 24 hours without medication
- Chicken pox (1 week after onset or when lesions are crusted)
- Strep Throat (24 hours after initial medication)
- Vomiting/diarrhea (24 hours after last episode)
- Conjunctivitis; Pink Eye (24 hours after initial medication or when without drainage)

Each child is observed by staff upon arrival for signs of illness or injury that could affect the child's ability to participate comfortably in daily activities. Children will be excluded when a child is not able to participate, if the illness requires more care than staff are able to provide without compromising the needs of the other children or if keeping the children at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.

When a child develops signs of an illness during the preschool day, parents, legal guardians, or other persons authorized by the parent will be notified immediately to pick up the child. Please be sure that the center has current, accurate phone numbers for parents/legal guardians, authorized emergency contact person, and the child's pediatrician.

Lice: If signs of lice are visible while a child is at school, parents/guardians will be contacted and the child must be picked up. Lice must be treated before returning to school. Over the counter and prescription medications are available for lice infestations.

Reporting Communicable Diseases (IQPPS 5.3)

Staff provide information to families verbally and in writing about any unusual levels or types of communicable diseases to which children were exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program, and what the families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities and has, at least annually, made contact with those authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of a communicable disease occur.

Medication Policies and Procedures (IQPPS 5.8)

Policy: The center will administer medication to children with written approval of the parent and with an order from a health care provider for a specific child. Because administration of medication in the center is a safety hazard, medication administration will be limited to situations where an agreement to give medicine outside preschool hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction. No fever reducing medication can be administered.

Procedure: Staff coordinates and/or administers medication during school hours only if the parent or legal guardian and health care provider has given written consent and the medication is available in an original labeled prescription or manufacturer's container that is child-resistant. Any other person who would administer medication has specific training. Documentation will be kept in the child's file.

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

For over-the-counter medication, parents or legal guardians will provide the medication in a child-resistant container. The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer, and the name of the health care provider who recommended the medication for the child.

Instructions for the dose, time, method to be used, and duration of administration will be provided to staff in writing (by signed note or prescription label) or dictated over the telephone by a physician or other persons legally authorized to prescribe medication. This requirement applies to both prescription and over-the-counter medications.

Medication will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant container that is locked and prevents spillage. Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to prescribe medication. Instructions which state that the medication may be used whenever needed will be renewed by the physician at least annually.

Cleaning and Sanitization (IQPPS 5.18, 5.19)

Classroom areas will be maintained in a clean and sanitary condition.

Toys that have been placed in a child's mouth or that are otherwise contaminated will be removed immediately and disinfected prior to future use. Toys and surfaces will be disinfected using a bleach and water mixture. Machine washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated will be laundered before another child's use. Toys that cannot be cleaned and sanitized will not be used. Staff will be trained in cleaning techniques, proper use of protective barriers, such as gloves, and proper handling and disposal of contaminated materials.

Routine cleaning will be supervised by staff and will follow the Cleaning and Sanitation Frequency Table in Section III of the IQPPS manual.

Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present. All cleaning products will be used as directed by the manufacturer's label.

Hand Washing Practices (IQPPS 5.6)

Frequent hand washing is key to preventing the spread of infectious diseases. Staff teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink. The program follows these practices regarding hand washing:

- Staff and those children who are developmentally able to learn personal hygiene are taught hand washing procedures.
- Hand washing is required by all staff, volunteers, and children as hand washing reduces the risk of transmission of infectious diseases to themselves and to others.
- Staff will assist children with hand washing as needed to successfully complete the task.

Children and adults wash their hands:

- Upon arrival for the day
- After diapering or using the toilet
- After handling body fluids (blowing nose, coughing on hand, or any mucus, blood, or vomit)
- Before meals and snacks, preparing food, or serving food
- Before and after playing in water

CPR/First Aid (IQPPS 5.2)

At least one person at all times is present who is certified in Pediatric First Aid and CPR.

First Aid Kit (IQPPS 9.12)

A first aid kit is located in every preschool classroom. It is inaccessible to children, but readily available for adult use. The first aid kit is appropriately and fully equipped according to DHS licensing requirements. Following use of the kits, contents will be inspected and missing or used items will be replaced. The first aid kit will be inspected monthly. The kit is taken to the outdoor play areas as well as on field trips.

Fire Safety (IQPPS 9.13)

A fire extinguisher is installed in the preschool classroom with a tag indicating annual service date. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested. Fire drills are conducted and recorded.

Medical Emergencies and Notification of Accidents or Incidents

The Marshalltown YMCA YWCA has written Emergency Plans for all children, as well as printed plans for emergency health procedures. These documents include the following:

- Emergency phone numbers
- Fire procedures
- Severe weather
- Bomb threats
- Physical threats/armed intruder
- Evacuations

In the event that a child receives a minor, non-life threatening injury during the preschool day, staff will assess the situation and apply first aid as needed. Parents will be immediately consulted for more significant events or illness. Any incident or injuries will be documented through an incident report form. Parents/legal guardians will be asked to sign form upon pick up. Copies will be given as requested.

All staff will have immediate access to a telephone that allows them to summons help in an emergency. The telephone numbers of the fire department, police department, hospital and poison control will be posted. Emergency information for each child and staff member will be kept readily available. The list of emergency telephone numbers and copies of emergency contact information will be taken any time children leave the classroom or center.

Smoke-Free Facility (IQPPS 9.15)

In compliance with the Iowa Smoke Free Air Act of 2008, the YMCA-YWCA and grounds are smoke-free. No smoking is allowed on the grounds or within sight of children.

Child Protection Policies (IQPPS 10.7, 10.12)

The health, well-being, and protection of every child is of the utmost importance. An applicant or volunteer for temporary or permanent employment within the preschool program must execute and submit to a state background check and federal fingerprint check.

Mandatory Reporting (IQPPS 10.6)

Y Preschool strongly supports Chapter 232 of the Iowa Code and requires that all staff are trained as mandatory reporters and are familiar with requirements therein. The Mandatory Reporting of Child Abuse Policy is posted in the classroom.

The Code of Iowa requires mandatory reporters to report to the Department of Human Services all instances of suspected child abuse involving students. The law further states that any person required to report a suspected case of child abuse who knowingly fails to do so or who knowingly interferes with the making of such a report in violation of section 232.70, is civilly liable for damages proximately caused by such failure or interference. The Code provides immunity from any liability, civil or criminal, to anyone participating in good faith in the making of a report or in the judicial proceedings that may result from the report.