

Woodbine Community Schools
Latchkey/Tiger Tot Family Policy and Procedure Handbook
712-647-2525

Mission Statement: Woodbine Schools Latchkey and Tiger Tot Program's mission is to provide a safe and caring environment that engages all children with age-appropriate play, socialization, and loving support from qualified, caring staff.

Philosophy and Goals

- The Latchkey and Tiger Tot Program is designed to provide quality, age-appropriate supervision of students in Pre-Kindergarten through sixth grades before, during and after school. Children's care and well-being are our priority and focus.
- As an extension of both home and school, our activities assist with the transition from home to school and school to home each day. We will provide a safe, healthy, welcoming environment where each child can get ready for the school day in the morning, as well as complete their school day and relax prior to arriving home in the afternoon. We recognize each child as unique, with special gifts, interests, and needs. Attention is given to individual needs and development.
- Positive guidance techniques are integrated into the program through positive reinforcement, modeling, and redirection.
- We encourage parents to be actively involved. Consistent, open, and honest communication will be made through personal or written means.
- The center is staffed with staff who are caring, qualified and experienced caregivers.

Annual Notice of Nondiscrimination

It is the policy of the Woodbine Community School District not to discriminate on the basis of race, color, age (for employment), national origin, religion, sex, sexual orientation, disability, creed, marital status (for programs), gender identity, socioeconomic status (for programs), physical attributes, physical or mental ability, ancestry, political party preference, political belief, familial status, and genetic information in admission or access to, or treatment in, its programs, activities, or in its employment practices. **There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District's Equity Coordinator, Scott Breyfogle at 501 Weare St, Woodbine, Iowa, 51579, 712-647-2411, sbreyfogle@woodbine.k12.ia.us.**

Any person having inquiries concerning the school district's compliance with state and federal laws and regulations concerning discrimination is directed to contact:

Justin Wagner
Superintendent of School
501 Weare St., Woodbine, Iowa 51579
712-647-2411

This individual has been designated by the school district to coordinate the school district's efforts to comply with all state and federal laws and regulations concerning discrimination.

Equal Educational Opportunity

The board will not discriminate or exclude in its educational activities or in its employment practices on the basis of race, color, age, national origin, religion, sex, sexual orientation, disability, creed, marital status, gender identity, socio-economic status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, familial status, and genetic information. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment. **There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District's Equity Coordinator, Scott Breyfogle at 501 Weare St, Woodbine, Iowa, 51579, 712-647-2411, sbreyfogle@woodbine.k12.ia.us.**

The board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, and rules and regulations pertaining to contract compliance and equal opportunity.

Inquiries or grievances related to this policy may be directed to the superintendent, 501 Weare Street, Woodbine, Iowa 51579, (712) 647-5963; to the Director of the Iowa Civil Rights Commission, 400 East 14th Street, Des Moines, IA 50319-1004, 1-800-457-4416.

Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, 400 E 14th Street, Des Moines, IA 50319-0146.

Notice of Student and Parental Rights

The Woodbine Community School District does not discriminate in its educational programs or activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to best meet his or her individual needs. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities.
- Receipt of free educational services to the extent they are provided to students without disabilities.
- Receipt of information about your child and your child's educational programs and activities in your native language.

- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a reevaluation of your child.
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee.
- Asking the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate and should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate.
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement.
- Counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Students, parents, employees, and others doing business with or performing services for the Woodbine Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age, national origin, religion, sex, sexual orientation, disability, creed, marital status, gender identity, socio-economic status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, familial status, and genetic information in admission or access to, or treatment in, its programs, activities, and employment practices. **There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District's Equity Coordinator, Scott Breyfogle at 501 Weare St, Woodbine, Iowa, 51579, 712-647-2411, sbreyfogle@woodbine.k12.ia.us.**

Inquiries concerning the school district's compliance with all applicable state and federal laws and regulations concerning equal educational opportunities should be directed to:

Superintendent of Schools
501 Weare Street, Woodbine, Iowa 51579

ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

Latchkey/Tiger Tots will offer parents:

- Unlimited access to the children and the Woodbine Latchkey/Tiger Tot program during the center's hours of operation, unless parent contact is limited by a court order.
- Parents may visit with the director and/or program manager about concerns related to their child or the program.
- Parents will be informed regarding their child's behavior in Latchkey/Tiger Tots.
- Parents will be regularly informed by the program manager about activities and general information about the program via Facebook, Brightwheel, face to face conversation or by flyers in the sign-in area.

Parent/Guardian and Woodbine Community Schools Latchkey/Tiger Tot relationship: the relationship between the Parents/Guardians and staff of the program will help ensure the success and safety of your children in this program.

Parental/guardians' responsibilities include:

- The program opens at 7:00 a.m. The child must be accompanied into the facility and signed in using the Brightwheel platform provided by the center.
- Parents/Guardian must provide written notice when someone other than the parent or guardian is picking the child/ren up from the program. A person authorized to pick up your child must come into the Woodbine Community Schools Latchkey/Tiger Tot program, show a photo ID and sign the child out of our care using the Sign In/Out system provided.
- Promptly communicate any changes in information including phone numbers, emergency contacts, addresses, and allergies, or any medical conditions.
- Immediately communicate any special needs or medical concerns your child may have including behavior concerns, allergies, or any medical conditions.
- Pay all fees, including late fees, according to Woodbine Community Schools Latchkey/Tiger Tots policy. When a family is on contract, you are paying for a spot. If your child does not attend for some reason, you are still responsible for payment of the day/week.
- Provide in writing any special instructions regarding your child.
- Parents are expected to treat the staff with courtesy and respect. Abusive or foul language and threatening words or behavior are not allowed and may result in the family's discharge from Woodbine Community Schools Latchkey/Tiger Tots program.

The Tiger Tots and Latchkey program is open from 7:00 am to 5:30 pm Monday through Friday.

Eligibility for Enrollment in the Woodbine Community Schools Latchkey/Tiger Tot Program: Woodbine Community Schools Latchkey/Tiger Tots encourages children of all backgrounds to attend and does not discriminate on the basis of sex, race, color, creed, national origin, or ethnic background.

All children enrolled in the Woodbine Community Schools Latchkey/Tiger Tots program must meet each of the following criteria.

- Must be between the ages of 3 and 12 years of age when enrolled.
- Must be toilet trained and non-diapered. (We are open to looking at each case individually, and making the best decision to support not only the child, but the staff as well.)

- Must be able to move to and from the toilet in the restroom without assistance. (We are open to looking at each case individually, and making the best decision to support not only the child, but the staff as well.)
- Must have age-appropriate hygiene skills. (i.e., restroom cleanliness, washing of face and hands)
- Must have age-appropriate eating skills. (i.e., uses a spoon, self-serves from cup or spoon)
- Must have age-appropriate dress skills. (i.e., removes/put on coat, boots, hat; redresses self after restroom use)
- Must be able to adhere to the discipline policy and indoor and outdoor rules.

Woodbine Community Schools Latchkey/Tiger Tot Program cannot provide one-on-one supervision during operating hours. Care of all children must allow the WCS Latchkey/Tiger Tot Program to operate within the DHS state-defined ratio guidelines. 1:10 for three year olds, 1:12 for four year olds and 1:15 for five year olds and up.

Woodbine Community Schools reserves the right to restrict admission or continued enrollment on a case-by-case basis.

Enrollment: parents/guardians will be provided with the necessary enrollment forms. Forms must be filled out and signed by a parent or guardian. All students must be attending Woodbine Community School to participate in the Woodbine Tiger Tots/Latchkey program

- A. Before the child's first day of attendance, the parent(s) will complete all forms and submit them to the program manager or the Woodbine Community Schools elementary office. A completed set of forms is required for each child enrolled in the program:
 - Signed and returned Registration Form.
 - Medication Release (as needed) Form.
 - Media Release Form.
 - Physical examination signed by a physician and immunization records is required for all preschool children.
 - For children five years and older and enrolled in school, a statement of health status signed by a parent is adequate.

Staff: The Director of the Tiger Tots/Latchkey Program is Jill Ridder and the Program Manager is Dee Thoms. Kathy Frederick is the Elementary Administrative Assistant, and Kristy Hoefler is the School Nurse. Other staff members are teacher associates or other care providers who supervise the programs before and after school. The same staff supervise the program during school breaks, holidays and throughout summer. There is a picture of the staff directory at the entry door of both programs.

Fees and payments: The programs salaries, supplies, and administrative expenses are supported by childcare fees, grants, and contributions. Parents are expected to sign a contract and pay in advance according to contract terms. Weekly invoices are emailed to parents/guardians the week before payment is due. Payments are expected to be made on the following Monday. If payment is not received your child will be unable to attend the Latchkey/Tiger Tot program until payment has been received. Payments may be given to the program manager,

applied to your Brightwheel account or at the elementary office. Checks should be made to the **Woodbine Community School-Tiger Tots/Latchkey Program**. Childcare services may be suspended if the program deems that a parent/guardian has exhibited chronic delinquency in paying for services.

**PARENT-PROVIDER CHILD CARE CONTRACT
LATCHKEY/TIGER TOTS**

I. The following contract is between _____ (Parents of child(ren) in care) and Tiger Tots/Latchkey Program located at 501 Weare St. Woodbine, IA for the children listed below:

Child's Name _____	Date of Birth _____
Child's Name _____	Date of Birth _____
Child's Name _____	Date of Birth _____
Child's Name _____	Date of Birth _____

II. Standard and Overtime Rates, Payment Policies:

a. See below for contract rates:

Contract Hours Weekly Cost: (First Child)

Latchkey rates:

1). \$50 per week for a typical school week

Drop in rates will be billed hourly at \$4.50.

All drop-ins must be pre-approved beforehand to account for staffing and student needs.

Tiger Tots rates:

Preschool aged students:

1). Under 20 hours per week - \$65/week

2). Between 20 - 40 hours per week -\$130/week

Drop in rates will be billed hourly at \$4.50.

All drop-ins must be pre-approved beforehand to account for staffing and student needs. 1-2 weeks notice is appreciated.

Summer rate:

1). Under 20 hours per week - \$65/week

2). Between 20 - 40 hours per week -\$130/week

Drop in rates will be billed hourly at \$4.50. Drop in service is meant to be used on occasion if the program has availability and is not meant to be used as a daily service for an hour or two.

All drop-ins must be pre-approved beforehand to account for staffing and student needs. 1-2 weeks notice is appreciated.

A 10% discount will be given on the lowest contract rate to families with multiple children enrolled.

b. Payment is to be given weekly. Payment is due to the provider in advance of care and paid on the following day of the week: **Monday**. Accepted methods of payment include **cash, personal check, money order, or a credit/debit card option over the online invoice (Brightwheel) that is sent weekly**. If a personal check is returned due to a lack of funds, the parent/guardian must pay a **\$10** returned check fee. If a check is returned more than once within the dates of the contract, only cash or money orders will be accepted as further payment.

c. For the purpose of this contract, overtime rates are considered any amount of time that care occurs prior to the scheduled drop off time or after the scheduled pick up time. If the parent/guardian is going to be late picking up the child, every effort must be made to contact the provider.

With advance notice by the parent and approval by the provider, the provider agrees to provide overtime care at a rate of **\$3.50** per hour, not to exceed the program's close time of 5:30 p.m.

Without advance notice by the parent, the overtime rate will be **\$4.50** per hour.

The Program closes at 5:30 p.m. Parents whose child remains past 5:30 p.m. must pay an overtime fee of **\$5.00** per child for every 15-minute increment that pick-up is delayed.

If payment is not made on time and prior arrangements have not been made with the director of the program and/or program manager, the parent(s)/guardian(s) will be responsible for the following fee: **\$5 per day**. **Suspension of services will also be enforced until payment is received. If payment is not made within five days, your child's contract may be terminated.**

d. The child care provider will provide morning snack and afternoon snack on the days school is in session. Breakfast and lunch will also be available through our school lunch program on the days school is in session. Parents will be billed separately for this. Breakfast and lunch will NOT be available on the days school is not in session. Parents are responsible for these meals on non-school days. This would include if school was closed due to inclement weather.

III. Rates for Holidays, Absences, Vacations:

a. Care will not be provided on the following holidays and parent(s)/guardian(s) will not be expected to pay:

**Labor Day, Thanksgiving, and the Friday immediately following, Christmas Eve, Christmas Day, New Year's Eve, New Years Day, Good Friday, 4th of July, and Memorial Day.

b. When a child is ill, the parents are expected to make every effort to give the provider as much notice as possible. Pre-screening of a child attending the program of COVID-19 and other illnesses is expected to occur daily. Pre-screening guidelines should follow CDC and local County Public Health guidelines. Parents will contact program staff if a child is not able to attend.

If a child does not arrive for the day and no notice has been given to the provider, it will be the responsibility of the parent(s) or guardian(s) to pay for the day of care.

c. If the provider is unable to provide care because of illness or emergency, the parent is not required to pay if the center closes or the program is unable to provide services for a period of time.

d. Additional Charges:

Snow days and late starts will be charged at \$25.00/day. If a family is currently on contract, the remaining daily amount will be charged totalling \$25. (For example, if a student is on a \$65 weekly contract, the daily amount per week they pay is \$13. This family would be charged an additional \$12 for the day totalling \$25 for the snow day or late start care.)

The provider will charge additional fees as follows: (i.e. for supplies, special trips, damaged property, etc)

IV. Damages:

Any damage caused by the child(ren) while in the provider's care, unless caused by the negligence of the provider, will be subject for reimbursement by the parent/guardian of the child.
(This does not apply to normal wear and tear on toys or furniture)

V. Termination procedure:

This contract begins on the following date: _____ and may be terminated by either parent/guardian or provider by giving 2 weeks' written notice. The provider may terminate the contract without notice if the parent/guardian is over 2 week(s) late with scheduled payments.

Please fill out the following information, so our staff can be adequately prepared.

Tiger Tots (Child care program for preschoolers)

My child will be attending Tiger Tots on the following days:

___ Monday: Arrival Time: _____: A.M.
 Departure Time: _____: P.M.

___ Tuesday: Arrival Time: _____: A.M.
 Departure Time: _____: P.M.

___ Wednesday: Arrival Time: _____: A.M.
 Departure Time: _____: P.M.

___ Thursday: Arrival Time: _____: A.M.
 Departure Time: _____: P.M.

___ Friday: Arrival Time: _____: A.M.
 Departure Time: _____: P.M.

___ I will only need to use the program on a drop in basis if space is available.

My child is in (morning / afternoon) preschool. (circle one)

Latchkey (Before and after school care for grades K-6)

My child will be attending Latchkey on the following days

___ Monday: _____ Morning ___ after School

___ Tuesday: _____ Morning ___ after School

___ Wednesday: _____ Morning ___ after School

___ Thursday: _____ Morning ___ after School

___ Friday: _____ Morning ___ after School

___ I will only need to use the program on a drop in basis if space is available.

VI. Please check the following contract you will be using: (A two week notice must be given for any change to contracts)

- \$50/week _____
- \$65/week _____
- \$130/week _____
- Drop-In _____

VII. Signatures:

By signing this contract, all parties agree to all of the above terms and policies, including financial responsibility for child care provided. The provider is responsible for providing all parties a copy of the signed contract.

Provider's signature

Date

Mother/Legal guardian signature

Date

Address of Mother/Legal guardian

Phone number

Father/Legal guardian signature

Date

Address of Father/Legal guardian

Phone number

Co-signer's signature (Required if parent/legal guardian is under 18 years of age. Co-signer must be 18 or older and by signing assumes financial responsibility in case the parent/guardian fails to pay for care provided.)

Date

Overtime Fees: The programs close at 5:30 p.m. Parents whose child remains past 5:30 p.m. must pay overtime fee as follows: A fee of \$5.00 per child will be assessed for every 15-minute increment that pick-up is delayed. More than three instances of late pick-up may result in your child being discharged from the program. If no authorized person has appeared by 5:30 p.m., staff will begin attempting to contact the child's designated contact persons. If the child has not been picked up by 5:45pm, and no emergency contact has indicated they will pick up the child, next steps to secure the safety of the child will occur.

The Woodbine Latchkey/Tiger Tot programs does accept the Iowa Department Child Care Certificate and the Promise Jobs agreement, which allows for reduced rates when income eligibility is determined. Services begin when confirmation of eligibility is received by the elementary office. For more information on eligibility, please contact the program manager, Dee Thoms.

Admission Requirements: All students must be attending Woodbine Community School to participate in the Woodbine Latchkey and Tiger Tot Program.

Attendance: Registered families that use the Latchkey/Tiger Tot Program on a regular basis are asked to notify staff of any changes in regular attendance schedules including drop off and pick up times registered families that use the program on a drop-in basis need to call in advance to arrange for services. This is to ensure that the center has adequate staff for the number of children being served. The center reserves the right to not accept children on a drop-in basis when prior notification has not been provided.

The release of Children: For the safety of the children an Arrival/Departure Form will be completed by the parents/guardians and kept in the child's file.

- Children will arrive & leave the program according to the schedule written by parents on the registration.
- Children will be allowed to leave with persons other than a parent only if permission has been given to the Director or Program Manager on the registration form or in writing by the parent.
- If your child attends extracurricular activities or has any other kind of arrival/departure time change within the period he/she is enrolled in the program, you must provide the Director with the information in writing, prior to the day the change is effective; the person responsible must sign your child in/out during this activity if your child was already in attendance.
- All children must be signed in when they arrive and out at the end of the day by a parent/guardian. Children are not allowed to sign themselves in/out.

Parental Access Policy 109.5(1): It is the parent's obligation to inform the Elementary Office of any changes in parental rights. If there is a court order keeping one parent or guardian away from the child, the elementary school office must have a notarized copy of the court order on file. Otherwise, the supervisors in the Latchkey/Tiger Tot program or anyone else cannot prevent the non-custodial parent from visiting or taking the child.

Hours of Operation, Scheduled & Unscheduled Non-School, School Opening Delays, and School Closing:

On regular school days Tiger Tots/Latchkey is open from 7:00 a.m. until 7:50 a.m. and from 3:30 p.m. until 5:30 p.m. Tiger Tots is open from 7:00 a.m. until 5:30 p.m. Monday through Friday. The programs offer a full day of care on teacher in-service, and school vacation days unless notified otherwise. Hours of operation on these days will be 7:00 a.m. until 5:30 p.m. To use a full-day, parents must pre-register. Please be aware you will be billed for the full-day if you have registered, even if your child does not attend for any reason.

Scheduled Non-School Days: The Program will operate on non-school days during the school year including in-service days, conference days, and vacation days; except for the following holidays and workdays:

- Labor Day
- Thanksgiving
- The Day after Thanksgiving
- Christmas Eve*
- Christmas Day
- New Year's Eve *
- New Year's Day
- Good Friday*
- Memorial Day
- Independence Day
- In-service days before the start of each school year

*This policy coincides with the dates that the Woodbine Community Schools Staff are given holidays as there is no custodial staff available to open or close the school. There may be additional days we have to close due to custodial staff availability or for staff development activities. Watch for notices to be posted.

Unscheduled Non-School Days – There will be NO programs in the building when it has been declared unsafe for occupancy due to such issues as (not limited the below issues):

- Electrical
- No plumbing/water main breaks
- Natural gas leak
- Water damage
- Heating failure
- Weather-related conditions, etc.

We will be open for snow days unless it is unsafe for our staff to get into work. If Hwy. 30 is closed, Latchkey/Tiger Tots will close. Please provide a sack lunch for your children. Latchkey/Tiger Tots will be open at 7:00 a.m. if the school opening is delayed due to weather-related conditions unless notified otherwise.

Health and Safety of Children: Every effort will be taken to guard the safety of each child. Please inform Woodbine Latchkey/Tiger Tots of any health-related conditions of your child.

- If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.), please be sure the program manager knows what to do if a problem should occur during program hours. Please make sure that any medication is available and that the appropriate forms for its use have been completed and renewed every 30 days.
- If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: contagious disease, fever over 100°F, vomiting or diarrhea, conjunctivitis, undiagnosed rash, or an accident requiring medical attention. A posting at the site will anonymously inform other parents of a contagious element.

- In case of accident or illness parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment, and the parents will be called as soon as possible.
- Outdoor play will not be allowed when the temperature (including wind chill), heat and humidity factors are deemed to be unsafe.
- Caregivers will make every effort to keep a child from getting into a car with a parent under the influence of drugs or alcohol. They will call and notify law enforcement to help make arrangements.
- Caregivers will not give transportation to a parent or a child for liability reasons.
- The Program's license requires caregivers to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol.
- The Program's license requires caregivers to be in a 1:10 ratio for 3 year old children, 1:12 for 4 year old children, and 1:15 for 5 year old children and above. The current license capacity of the programs is 50 children.

Infection Control (Immunization) Policy: To prevent the spread of infections and diseases among children and/or staff.

The Department of Human Services states in the licensing and regulations the following:

- 109.3(1) the childcare center shall require each preschool child to have an admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician. This report shall include an immunization record that is in compliance with the Iowa State Health Department regulations. This written report shall include past health history, the status of present health, and recommendations for continued care when necessary. A statement of health condition signed by a physician or designee shall be submitted annually thereafter. For the school-age child, a copy of the most recent physical examination and immunization record shall be acceptable.

Daily Contact: Each child shall have direct contact with a staff person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior that may adversely affect the child or the group. Woodbine Community Schools will post a notice of exposure of a communicable disease if necessary.

Exclusion of Children for a child who appears to be ill or injured: The parent or designated person shall be notified of a child's status and may be requested to pick up children.

With the exception of head lice for which exclusion at the end of the day is appropriate, Latchkey/Tiger Tots shall temporarily exclude a child or send the child home as soon as possible if one or more of the following conditions exist.

- The illness prevents the child from participating comfortably in activities as determined by the childcare provider.
- The illness results in a greater need for care than the childcare staff can provide without compromising the health and safety of the other children as determined by the childcare provider.

- The child has any of the following conditions:
 - Fever, accompanied by behavior changes or other signs or symptoms of illness until medical professional evaluation finds the child able to be included at the facility.
 - Symptoms and signs of possible severe illness until a medical professional evaluation can find the child is able to be included at the facility. Symptoms and signs of possible severe illness shall include:
 - Lethargy, that is more than expected tiredness
 - Uncontrolled coughing
 - Inexplicable irritability or persistent crying
 - Difficult breathing
 - Wheezing
 - Other unusual signs for the child
 - Diarrhea, defined by more watery stools, decreased form of stool that is not associated with changes in diet, and increased frequency of passing stool, that is not contained by the child's ability to use the toilet. Children with diarrhea illness of infections origin generally may be allowed to return to childcare once diarrhea resolves, except for the children with diarrhea caused by *Salmonella Typhi*, *Shigella* or *E.coli*. For *Salmonella typhi*, three negative stools are required. For *Shigella* or *E. coli*, two negative stool cultures are required. Children whose stools remain loose but who, otherwise, seem well and whose stool cultures are negative need not be excluded.
 - Blood in stools not explained by dietary change, medication, or stools.
 - Vomiting illness (2 or more episodes of vomiting in the previous 24 hours) until the vomiting resolves or until a health care provider determines that the cause of vomiting is not contagious and the child is not in danger of dehydration.
 - Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms.
 - Mouth sores with drooling, unless a health care provider or health department official determines that the child is noninfectious.
 - Rash with fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease.
 - Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until after treatment has been initiated. In epidemics of non-purulent pink eye, exclusion shall be required only if the health authority recommends it.
 - Pediculosis (head lice), from the end of the day until after the first treatment.
 - Scabies, until after treatment has been completed.
 - Tuberculosis, until a health care provider or health official, states that the child is on appropriate therapy and can attend childcare.
 - Impetigo, until 24 hours after treatment has been initiated.
 - Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever.
 - Varicella-Zoster (chickenpox), until all sores have dried and crusted (usually six days).

- Pertussis, until five days of appropriate antibiotic treatment (currently, erythromycin, which is given for 14 consecutive days) has been completed.
- Mumps, until nine days after onset of a parotid gland swelling.
- Hepatitis A virus, until one week after onset of illness, jaundice, or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff members.
- Measles, until four days after onset of rash.
- Rubella, until six days after onset of rash.
- Unspecified respiratory tract illness.

If your child has any of the above symptoms or any symptoms that could be deemed contagious; Woodbine Community Schools may request a doctor's note of release and request a doctor's note of release and request that the child must be excluded and be symptom free for 24 hours without the aid of medication unless otherwise noted from a doctor.

Attendance of children with 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 childcare facility the next day. Children and staff who have been in close contact with an infected child shall be examined and treated if infested. Infestation shall be identified by the presence of adult lice or nits (eggs) on the hair shaft. Nothing in this rule shall be construed to require medical treatment or immunization for the staff or the minor child of any person who is a member of a Church or religious organization which is against medical treatment for the disease. In such instances, an official statement from the organization shall be incorporated in the record.

Distribution of Medications: Care will be taken to ensure the safe distribution and recording of medications.

- Whenever a child is to be given a prescription or over-the-counter medicine, the parent must provide the Director with a completed, signed medication authorization form.
- The medication must be provided in the original or duplicate container. Medication will be administered according to the directions on the container or from a physician's statement.
- If medication is to be kept at the Program for the treatment of a chronic condition, no more than a one month supply should remain at the Program at any time. Parents must update their authorization monthly.
- All medication kept at the program must be stored in a locked container.
- Woodbine Latchkey/Tiger Tot staff cannot administer rectal or vaginal medications.

Accidents: Every effort will be taken to provide proper care of the child in case of injury. Accidents are sometimes a part of growing up. Fortunately, most are not serious and can be easily treated if taken care of immediately.

- If a child is injured during Program hours, caregivers will immediately attend to the child.
- The injured child will not be left alone. If the program manager is not within access of voice, the assistant may send a child to notify him/her.

- Appropriate first aid treatment will be given to the child, and the program manager will evaluate the injury for the need of further medical attention or a call to the child's parents.
- If appropriate, the injured child may be moved to a quiet area under supervision.
- The staff member who arrived at the scene of the child's injury will fill out an Accident Report Form. The original report will be signed by the parents upon arrival and filed in the child's file, and a copy will be sent with the child's parent or the person responsible who arrives to pick up the child.

Smoking: The Woodbine Community School is a smoke-free environment. Smoking and use of tobacco products shall be prohibited in the center, outdoor play area and in the center-operated vehicles at all times.

Pets: Animals kept on-site shall be in good health with no evidence of disease, are of such disposition as to not pose a safety threat to children, and be maintained in a clean and sanitary manner. Documentation of current vaccinations shall be available for all cats and dogs. No ferrets, reptiles, including turtles, or birds of the parrot family shall be kept on site. Pets shall not be allowed in kitchen or food preparation areas. Parents should be made aware of the presence of animals in the center and obtain a statement from the parent if access to an animal should be denied.

Breakfast, Lunch, and Snacks:

The program will maintain nutritious menus and snacks according to IA DHS and CACFP guidelines.

- Morning Program – Latchkey and Tiger Tot students may eat breakfast at school at the parent's expense or bring a nutritious breakfast from home.
- Nutritious snacks are provided for the morning Tiger Tots and the afternoon Latchkey & Tiger Tots students.
- Scheduled Full Day and Snow Days – the programs will provide a morning and afternoon snack for the children. Parents will need to bring a sack lunch on these days.
- If your child has a food allergy, please notify the program manager immediately.
- Menus are posted in the Latchkey and Tiger Tot rooms.

Child's Personal Property:

- Children's personal property, coats, clothing, school bags, etc. should be labeled with the child's name whenever possible.
- Children should not bring money, toys, food or other items not necessary for school activities to the program without checking with the director or program manager first.

****The Program is not responsible for lost or stolen personal items. ****

Visitors and Observation: Parents are encouraged to visit their center at any time during program hours. For liability and supersession reasons it is not possible for non-enrolled children to visit the Program.

- Parents are offered unlimited access to their children and their provider during the center's hours of operation unless parental contact is limited by a Court Order.
- The Program allows non-parent volunteers to participate in the Program. Volunteers must complete an application and background check with the Woodbine Community Schools Latchkey/Tiger Tot Director.

Activities: Latchkey will offer a variety of well-rounded daily activities for children to choose from that are safe, fun, and educational. There will be a mix of child-directed activities, staff-directed activities, field trips, presentations and visits from outside groups, and daily snacks. Activities will be planned in advance and parents will be notified.

Daily Schedule: Mornings: Children may enjoy child-directed activities, or participate in supervised indoor free play. School age children who eat breakfast in the cafeteria are dismissed at 7:50 a.m. The other children will be sent outside for supervised play until school starts.

Afternoons: Children report to designated line-up areas as soon as school is dismissed. They then are checked in and taken to the Latchkey room. A nutritious snack is provided. Children choose from a variety of activities offered every day. We will have outside play on the playground when weather permits.

Child-Directed Activities: Child-Directed Activities are open-ended activities that children are free to choose to participate in and which require little or no help from adults. Some examples of child-directed activities are indoor and outdoor interest centers such as Legos, cars, dolls, other manipulative, dress-up, and other dramatic play.

Discipline and Discharge: All children misbehave sometimes. That is a normal part of growing up. Through careful planning and guidance, staff can influence how children behave and reduce or avoid the need for discipline.

Discharge: Children are entitled to a pleasant and harmonious environment in the Program. The school-age child care program cannot serve children and or family members who display chronically disruptive behavior. Chronically disruptive behavior is defined as a verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, displays behavior that hurts other children or staff, or ignores or disobeys the rules. If a child or family member cannot adjust to the Program setting and behave appropriately, then the child may be discharged.

Reasonable efforts will be made to assist children in adjusting to the Woodbine Community Schools Latchkey/Tiger Tot Program. Disruptive behavior will be diverted by redirecting inappropriate behavior and positive reinforcement. Disruptive behavior will be dealt with in the following manner:

- For the chronically disruptive behavior, a behavior report will be written by the caregiver. This report and a verbal explanation will be given to the parent/guardian to read and sign. The report will be returned to the caregiver where it will remain with the child's enrollment information. A child or family member who poses a threat to himself, other children, or staff may be suspended or discharged immediately.
- If a child receives three written behavior-related incident reports, the child may be suspended for one week.
- If the child is reinstated in the program and receives a fourth behavior-related incident report, the director may suspend the child immediately, including if necessary, notifying the parent to come and get the child. The director may make such recommendations to administration as are appropriate, including discharge without the right of reinstatement.

- If the severity of a problem is great enough that it could endanger the safety of the child or other children in the program, discharge will be effective immediately.
- A child may be discharged if he/she is picked up late three times.
- A child may be discharged for non-payment of fees.
- A child may be discharged if they leave the program without staff permission.
- All families are notified within 30 minutes via phone (if able) if a suspension is given.

Building and Playground Rules: Latchkey/Tiger Tots rules for activities will be consistent with school rules.

- Use of soft, indoor voices, except at the playground.
- No climbing on school furniture.
- No running except where permitted in the gym or playground.
- Appropriate use of program supplies and equipment.
- Food will be confined to areas designated for snack preparation and service.

Field Trips: Field trips are designed to enrich a child's learning experiences. Trips to different areas of interest can help broaden a child's experiences and give him a rich background from which to draw. Field trips are often planned for the summer program.

- Parents will be notified in advance of upcoming field trips and schedules. Children do not have the choice to stay back from field trips.
- Parent permission is given on permission forms prior to the field trip. If a parent has a particular reason for not wanting their child to participate, a written notice should be given on the permission form, and the parent should make alternative arrangements for the care of their child.
- All transportation is provided by the school bus.
- Parents are welcome to attend if seating is available. Parents may be able to use the school bus.
- A background check may be required.

Emergency Plans---Standard 109.10

The Tiger Tots/Latchkey Program will have emergency plans for fire and tornado drills posted in the center for all employees to see, including substitutes. The Program will follow the same plans as the regular school for disasters and major crisis. A copy of the disaster plans will be in an accessible place in the center. All programs staff will review the plans monthly and record their review date. If an evacuation is deemed necessary, the supervisor will take attendance immediately to account for all children. The supervisor/associate will take the attendance book, a flashlight; parent's information and the first aid kit with them. The fire and tornado drills will be practiced monthly. A member of the center staff will check exits weekly for any obstructions. In the case of inclement weather, the programs staff will be informed by the principal if the program will be closed. Otherwise, the Tiger Tots/Latchkey Program will be open at the regularly scheduled times. If the regular school is canceled or scheduled to be let out early due to bad weather it will be broadcast on the radio FM stations KMA, KDSN, KFAB, KNOD, as well the TV stations KMTV OR WOWT. Every opportunity will be made to have announcements on the stations mentioned above between 6:00 A.M. You will be notified by text or email of no school days, late starts, and early outs. Please make sure you follow the validation instructions at the end of your registration. If you don't have access to a computer but have a cell phone and would like to register, call Kelli at the elementary office. If school is let out early due to bad

weather, we would ask that parents try to pick up their child from the program at their earliest convenience, so the staff can make it home safely. The only time that program services would be canceled, other than listed days, would be if it has been deemed unsafe for our staff to report to work. If a BLIZZARD WARNING is issued during the school day, all students would be expected to be picked up as soon as possible to ensure that all supervisory staff, students, and parents would be able to arrive home safely as soon as possible. On days when the weather prevents classes from being held, students participating in the Latchkey and Tiger Tots Programs will be required to bring a sack lunch, as there will not be a hot lunch prepared at school.

Safety Policy---Standard 109.4

Parents are asked to provide the Tiger Tots/Latchkey Program with the names, relationships and phone numbers of the people authorized to pick a child up from the center. If a person's name is not on the list, regardless if the child knows the person or not, the child will not be released from the center. If a parent calls the center and asks that their child be released to go home with a different person, and the staff member does not know this person, the person picking up the child will have to show identification before the center releases the child.

The safety of your child is very important to us. The program's staff is certified in CPR, First Aid, Child Abuse Reporting and infectious disease control. All certification is renewed according to regulations. The new staff is given a review of all emergency procedures before the start of work, and other staff is given an annual review of the emergency procedures. These procedures include fire, tornado, playground, etc. Any safety issues that arise that have not been foreseen will be dealt with individually.

Field Trip Policy-Standard 109.4

There will be times when the students may be taking in-town field trips. On days that the weather permits the students may walk to the city park, go to the library, Dairy Sweet, take a nature walk, etc. An associate will accompany the children. At the beginning of each school year, parents will be asked to sign a permission form for field trips and activities.

Non-Center Activity Policy—Standard 109.4

Non-centered activities will not be a part of the routine at the Tiger Tots and Latchkey programs. However, if something very special and age-appropriate becomes available parents will be notified at least a week in advance with details of the trip, and they will be asked to sign a permission form. The children will be transported by bus or van with the appropriate safety equipment. Extra staff will be assigned to accompany the students. If you do not want your child to participate, it will be your responsibility to find alternate after school care for that day.

Transportation Policy---Standard 109.4

Transportation to and from the Tiger Tots/Latchkey Program will be the responsibility of the parents. In the case of an emergency evacuation, all children will be transported to a safe environment via Woodbine Community

School vehicles. If for some reason a child will need medical emergency care the rescue unit will be called to transport your child to the nearest medical facility.

Your child will not be transported in a private vehicle unless the parent is notified and gives verbal permission to two Woodbine staff members at the same time via telephone. Age-appropriate safety measures will be utilized.

Termination of Services

We reserve the right to terminate a child's participation in the Latchkey and Tiger Tots Programs if fees are not paid, or if parents fail to cooperate with the program's policy.

This shall include but not be limited to drop off and pick up times, discipline, and any other issues that are impacting the operations of the center.

At any time, when it is deemed necessary by the Tiger Tots/Latchkey Program Manager and/or the Principal, a parent(s) may be asked to immediately make alternative plans for before and/or after school care. Their child (children) will be asked to leave the program for a specified period of time, or the remainder of the school year.

Immediate discharge will be administered if the child is endangering himself, other children or a staff person.

Communication

The Tiger Tots/Latchkey staff can be reached between 7:00 a.m. and 5:30 p.m. by calling 647-2525. If at any time you have questions or concerns about the Tiger Tots/Latchkey Program or your child in the program, please call the Elementary Office. The school, program staff and you as parents have your child's best interest at heart. Constant, open communication will ensure that you and your child are happy with the Tiger Tots/Latchkey Program.

Title 9 Statement

(Public Notice)

Woodbine Community School, in accordance with Section 504, prohibits discrimination against students and staff members.

All individuals who are disabled under the Individuals with Disabilities Education Act (IDEA) are also considered to be handicapped and therefore protected, under Section 504. However, all individuals who have been determined to be handicapped under Section 504 may not be disabled under IDEA. These children require a response from the regular education staff and curriculum.

If our district has reason to believe that, because of a handicap defined under Section 504, a student need either special accommodations or related service in the regular setting in order to participate in the school program,

the district must evaluate the student; if the student is determined to be handicapped under Section 504, the district must develop and implement a plan for the delivery of all needed services.

Again, these steps must be taken even though the student is not covered by the IDES special education provisions and procedures. See Secondary Principal, 504 Officer, phone number (712)647-2227.

Anti-Bullying/Harassment Policy

Code No. 104

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property.
- Has a substantially detrimental effect on the student's physical or mental health.
- Has the effect of substantially interfering with the student's academic performance.
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits.
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student.
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities.
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment

It is also the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook.
- Inclusion in the employee handbook.
- Inclusion in registration materials.
- Inclusion on the school or school district's website.
- Copies available at the central administrative office at 501 Weare Street, Woodbine, Iowa.

Legal References:

20 U.S.C §§ 1221-1234i (2004)

29 U.S.C. § 794 (1994)

42 U.S.C. §§ 2000d-2000d-7 (2004)

42 U.S.C. §§12001 et. Seq. (2004)

Senate File 61, 1st Regular Session, 82nd General Assembly, (2007)

Iowa Code §§ 216.9; 280.3 (2007)

281 I.A.C. 12.3 (6)

Cross References:

502 Student Rights and Responsibilities

503 Student Discipline

506 Student Records