

**Salem-Keizer School District**

# **Title 1 Preschool**

**Parent Handbook**



## Early Childhood Program Information

Early childhood is a time for discovery and growth for children and parents. We are sure that the experience you and your child have in our classroom will be exciting and rewarding. Our goal is for each child to develop as an active learner.

Child's school: \_\_\_\_\_

Child's class meets: \_\_\_\_\_ Time \_\_\_\_\_

Child's teacher: \_\_\_\_\_

Child's assistant teacher: \_\_\_\_\_

Community school outreach coordinator (CSOC): Erika Garcia

Main office telephone number: 503-399-5510

School's address: \_\_\_\_\_

# Parent Handbook



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# Philosophy Statement

By providing an early connection to schools, Title 1 staff and families partner to prepare children to see themselves as capable learners who are developing skills that will enable them to make sense of their world and to succeed in it.

Title 1 Preschool has a commitment to:

- Establishing a supportive learning environment for children, parents, and staff.
- Recognizing that children, families, and staff have roots in many cultures; working together to effectively promote respectful, sensitive, and proactive approaches to diversity issues.
- Understanding that the empowerment of families occurs when their ideas and opinions are heard and respected.
- Embracing a comprehensive vision of health for children, families, and staff, which assures the basic health needs are met.
- Respecting the importance of all aspects of an individual's development, including social, emotional, cognitive, and physical growth.
- Fostering relationships with a larger community, so that families are respected and served by a network of community agencies in partnership with one another.
- Developing a continuum of care, education, and services that allow stable, uninterrupted support to families and children during their Preschool Promise experience.

## Parent and Volunteer Code of Ethics and Conduct

Salem-Keizer Title 1 Preschool is committed to providing a nurturing environment for children, families, and employees. Some examples of behavior which are not acceptable include (this list is representative and not to be considered inclusive):

- Use of profanity
- Disparaging/belittling remarks to or about others
- Threats of physical harm, implicit or explicit
- Spanking, striking or physically hurting children, including your own
- Theft of program equipment, supplies or items belonging to others
- Suspicion of being under the influence of legal or illegal substances
- Harassment of any kind
- Inappropriate remarks or conduct

1. We request that all Salem-Keizer Preschool parents and volunteers assist our program in maintaining a professional atmosphere of mutual respect, loyalty and trust. Any behavior which is not acceptable from a child, parent, volunteer or employee which does not promote the well being of all present should be addressed immediately by the person in charge of the classroom, meeting, facility, function, etc. In cases where the behavior is not immediately remedied or there is serious concern for the welfare of others present, the person in charge will ask the offender to leave the premises. Should the offender refuse to leave the premises, the person in charge may contact the local law enforcement authorities for assistance.
2. Controlled Substances, Weapons, and Threatening Behavior – There will be no tobacco products, drugs or drug paraphernalia, alcohol or drug use, and/or firearms or weapons of any kind (knives, chains, bats, etc.), or physical or verbal threats or harassment of any kind on any property being used by Salem-Keizer Preschool (including buildings, playgrounds, buses), during any Salem-Keizer Preschool activities (including field trips, parent meetings, and special events), or in the home of any Salem-Keizer Preschool Promise child while a Salem-Keizer Preschool Promise representative is present.

3. Following cases that warrant a report on the above incidents, a review of the situation will be conducted by the appropriate area manager, the parent or volunteer involved and the Director. At that time a determination will be made regarding the need for extended exclusion from participation in the Head Start program. The review committee will determine the length of time of the exclusion as well as conditions for the individual to resume participation in the program. (Please note: if the individual accused of misconduct chooses not to attend the meeting, the meeting will be held without his/her participation, and the individual will be mailed a letter indicating the committee's decision). he meeting, the meeting will be held without his/her participation, and the individual will be mailed a letter indicating the committee's decision).

In cases of extremely serious breaches of conduct, the committee mentioned above may recommend further review of the situation to the Policy Council Executive Committee and they may determine that excluding the individual on a permanent basis is in the best interest of all concerned. This policy applies to all program operations including but not limited to home visits, special events, parent meetings, classrooms, offices, meeting rooms, buses, parking lots, and field trip sites. The

4. Agency will not tolerate any behavior that threatens the safety or well-being of those who come in contact with our program. Therefore, all threats, any unlawful harassment, physical abuse or theft will be reported to the proper law enforcement authorities.
  - To ensure that the building remains a safe and secure place for your child to attend school, the following procedures will be enforced. Your cooperation and understanding are greatly appreciated.
  - All visitors must check into the office as soon as they enter the building. Volunteers must use the Salem-Keizer School District volunteer badge to identify themselves.
  - All doors will be locked except when being used by students to pass to and from activities.
  - Anyone on school property unknown to staff will be asked if they do not have a visitor's name tag.



# Confidentiality

It is the responsibility of staff to maintain confidentiality and protect the privacy of children and families.

Confidentiality means we keep what parents and family members share with Title 1 Preschool staff private. All written information is kept strictly confidential, unless parents authorize, in writing, for it to be released. Parents tell us exactly what information they wish to be shared and with whom to share it. Parents of Title 1 Preschool children have the right to review child and family records and to request an explanation for information in those records, as well as how the information is used.

## Release of Confidential Information

Confidential information will be released to other agencies and/or persons **only** with informed parental consent, in writing, and only for purpose of securing needed services for children and families with the following exception:

**Any employee who has reasonable cause to believe that any child with whom he/she comes in contact in an official capacity has suffered abuse, or that any adult with whom he/she comes in contact has abused a child, shall report or cause a report to be made immediately to Child Welfare or the local law enforcement agency.**

Title 1 Preschool program operates on the premise that staff (teacher and IA) work together as a team to meet the needs of your family. The focus of the educational team is to meet the needs of your child. It is important for you to know that information shared with the staff is confidential.

## Child Abuse Reporting Policy

**Definition:** Abuse is any injury to a child by other than accidental means.

**Oregon State Law:** “Any public or private official having reasonable cause to believe that any child...has suffered abuse, or that any adult...has abused a child shall report or cause a report to be made.”

**Philosophy:** Our Title 1 Preschool program believes that parents have the main responsibility for the care of their own children. We support parents who are having problems with their children by helping them find new ways to handle discipline and to be more successful with their children.

We know that families sometimes have difficulties. We prefer that parents contact Child Welfare themselves to ask for help or to let them know when a child has been hurt. We can help you do this if you share the problem with us.

However, if Preschool Promise staff member suspects a child is abused, the law requires we notify Child Welfare directly. After Child Welfare has had a chance to meet with you, we can talk and discuss the situation with you.

Our Preschool Promise staff will continue to work with families when they are having problems. We will continue to provide support and services to you, your child, and your family.

## **Your Rights as a Program Parent**

- To be welcome in the classroom.
- To always be treated with dignity and respect.
- To be informed regularly about your child's progress in the program.
- To expect guidance for your child from teachers and staff.
- To be informed about all community resources concerning health, education, and the improvement of family life.
- To take part in major policy decisions affecting the planning and operation of the program.
- To take part in planning and carrying out programs designed to increase skills in your areas of interest.
- To participate in adult programs that may be helpful for you and your family.

## **Your Home is Your Child's First Classroom...**

You are your child's first teacher! In fact, you are always teaching. Every experience your child shares with you is a learning experience. Working with you to fold the clothes or going to the store teaches your child things about how the world works.

One of the primary goals of Title 1 Preschool is to help children gain social and educational skills.

The education team works with your child to help them learn ways of effectively dealing with their current surroundings and to meet the responsibilities which will come later in school and life.

We achieve this goal by recognizing and supporting parents as the primary educators of their children.

Since you are the main influence in your child's growth, we invite you to participate actively in your child's education. We look forward to your involvement in as many ways as you feel comfortable.

One simple way for you to be meaningfully involved in your child's experience is to keep in contact with your child's teacher. Come in and volunteer or check in by phone to see how your child's day went. Most importantly, ask your child about his/her day. Take time to ask them about their artwork and make sure to ask them if there are any notes from school. Teachers send home flyers and reminders about upcoming activities.

# The Preschool Classroom

***We believe children learn best by “doing”. Their work is their play. Through play, children become active and creative explorers who are not afraid to try out ideas and to think their own thoughts.***

***Wear comfortable clothing for active play and that is ok to get messy.*** We encourage clothes with easy to use buttons and zippers. Belts sometimes get in the way of last minute toilet needs. Label coats with your child’s name. We go outside every day and encourage active large motor play. Please send your children ready play in the cold or heat. We discourage wearing flip-flops because it’s difficult to run and ride bikes outside. Being “creative” often involves paint, glue, water, etc. We do have aprons available but they don’t cover up everything. If your child is worried about your response to him/her getting messy they might not get the most out of their experience.

We do have extra clothing for emergencies. **Remember if your child comes home in something from school, please return it.** We want to have extras available for the next time, if needed. You can also pack extra clothes for your child in their backpack.

## **Creative Curriculum**

Our curriculum is built to support children becoming independent, self-confident, and inquisitive learners. When you observe in the classroom, you should see:

- Children learning concepts and skills through meaningful activities such as playing with blocks, measuring sand and water, drawing and painting, participating in dramatic play (house, restaurant, dentist, doctor).
- Activities planned for children to develop large muscles (jumping, running, hopping) and small muscles (cutting, painting, play dough, building with small blocks).
- Children working in small groups on individual or self-selected activities.
- Opportunities for children to learn that reading and writing have meaning.
- Teachers observing children and interacting to help children use materials, adding new materials when needed, and making suggestions to extend children’s play.
- **Teachers who are genuinely interested in what children are doing, how they are feeling, and what they have to say.**

# Title 1 Preschool Attendance Policy

As a parent:

- I will teach my child the importance of school by ensuring he/she attends school every day on time. I will check in with the school office, first, before bringing my child to the pre-kindergarten classroom if we are late.
- I will notify the teacher of the reason for my child's absence, either verbally or in writing before class. If there is no contact on my part, I can expect a phone call from the teacher or advocate.
- I am aware of the pre-kindergarten attendance policy and the consequences of continual absences.
- If I have challenges with my child's attendance, I will work with my CSOC to help problem solve a solution.

**We cannot emphasize enough the importance of regular attendance. However, we are sensitive to special circumstances. Please contact your child's teacher regarding absences.**

When parents do not contact the classroom teacher about the nature of an absence, the following guidelines will be used.

1. Parent(s) will receive a phone call from the Salem-Keizer Early Learning program auto dialer the day the child is absent.
2. Parent(s) of students who miss 2 or more consecutive unexcused days will receive a phone call from the teacher.
3. Parent(s) of students who miss 4 or more consecutive unexcused days will receive a phone call from the CSOC.
4. If the teacher or CSOC is unable to make contact with the parent, the CSOC will notify by sending a letter of concern.
5. If there is no response from the parent after the letter of concern and attendance has not improved, the CSOC will create an attendance plan with the parent.

## Discipline/Guidance

Title 1 Preschool Program believes in providing all children with a safe, nurturing, engaging, enjoyable, and secure learning environment. Teachers help children learn how to establish positive, constructive relationships with adults and children. Children learn to accept responsibility for their own actions, think for themselves, express their feelings, have empathy for others, and solve problems.

Staff understands children have different levels of ability to control their own behavior. Staff assists children to develop self-control by:

- Providing activities which are appropriate for the attention span of each child.
- Developing consistent and clear rules (to the extent possible, involving children in the process).
- Helping children to develop problem solving skills by modeling how to solve problems and resolve conflicts.
- Observing, anticipating, and redirecting.
- Reinforcing positive behavior.
- Learning from natural/logical consequences.
- Talking with parents about childrearing practices in order to provide consistency for the child at home and at school.

The following methods of discipline/behavior management will not be used:

- Punishment/penalizing children-consequences as punishment.
- Emotional or physical abuse.
- Humiliation.
- Seclusion/isolation/timeout.
- Use of food as punishment/reward.
- Use of reward systems such as stickers/toys.
- Withholding outside time.
- Denial of basic needs.

## Emergency Contact Information

It is very important the staff has **current** and **accurate** emergency contact information for each student.

### **Emergency contact information would include:**

- Names and telephone numbers of parents or legal guardians.
- Names and telephone numbers of any contact person to whom the child may be released (if the parent or guardian is not available).
- Special conditions, disabilities, or allergies.
- Parent or guardian written consent in case emergency care is needed (located on the *Emergency Treatment & Authorization* Form).

In case of an emergency school closure, staff will not be able to call each parent. **So we can best provide for the safety of your child, it is very important the *Emergency School Closure Form* is completed and given to the teacher. Please, notify your teacher if the information changes.**



## Medical Emergency Policy

In case of a medical emergency, staff will act quickly and calmly to ensure the health and well being of each child.

1. Depending on the seriousness of the injury it will be determined whether to call 911. Staff will use emergency contact information. Emergency information will be located in the classroom and in the school office.
2. A trained staff person will administer first aid, if necessary. First aid supplies are located in the classroom.
3. Staff will use the Nurse Helpline as a resource for following up on health concerns.
4. If 911 is called, paramedics will decide if it is necessary to transport your child to the hospital. You will be called immediately to meet your child at the hospital. A staff member will go with your child to the hospital. If you are not available, your emergency contact will be called.
5. Staff will document the injury and the follow-up.

**If your child needs to go home, you will be contacted to come and get him/her. Staff may not transport a child in their own vehicle.**

## **Title 1 Preschool Medication Administration Policy**

- Medication for Title 1 Preschool children will normally be administered outside the school setting.
- Under exceptional circumstances, school personnel may assist a child in taking medication. This would be done by someone who has received District Medication Administration Training (preferably the teacher).
- A back-up staff member will also be trained and kept informed of all current procedures.
- Medication administration procedures will be outlined in an individualized plan for the child. A written parent or guardian authorization must be in the child's file for all medications administered.
- School personnel who assist the child in administration of medication will keep a written record of date, time, and dosage received by the child. This document, *Daily Medication Administration Record*, shall be kept in the child's file at the school site and an additional copy of the plan shall be kept in the child's file at Central office.
- Special circumstances, such as spills, responses, reactions, and refusals to take medication, will be communicated verbally to the parent or guardian and will also be documented in the child's health record.
- Prescribed medication must be labeled with the child's first and last name, the name of the medication, the date the prescription was filled, the name of the health care provider who wrote the prescription, the expiration date, and complete administration, storage, and disposal instructions.
- The prescribed medication must be provided in the original, child-resistant container labeled by a pharmacist.
- Medication must be kept away from food and stored in closed containers that are inaccessible to children and prevent spillage.
- If medication requires refrigeration, a small lock box designated for medication may be kept in the refrigerator.
- Every effort should be made to minimize the transportation of medication.
- The parent or guardian must inform the teacher of any change in medication and a written document must be in the child's file to discontinue administration of medication.

## **Should I Send My Child to School?**

In order to protect all children at school, the State of Oregon regulations state that sick children cannot come to school. If your child becomes ill or has an accident while he/she is at school, we will provide immediate attention and notify you at once. Staff cannot transport children in their personal vehicles so your child will stay at school until someone comes for him/her. A child must be free of a fever for 24 hours without use of medication before returning to school.

Please do not send your child to school if he/she has ...

- Fever of over 100.4 F; Stay at home until fever is below 100.4 for 24 hours without use of fever reducing medications (Advil, Tylenol, Aspirin).
- Vomiting (at least one episode that is unexplained)
  - Stay at home until vomiting has stopped for 24 hours.
- Stiff neck or headache with fever.
- Any rash with or without fever.
- Unusual behavior change, such as irritability, lethargy or extreme drowsiness.
- Jaundice (yellow color of skin or eyes)
- Diarrhea (3 watery or loose stools in one day with or without fever OR sudden onset of loose stools)
  - Stay home until diarrhea has stopped for 24 hours.
- Skin lesions that are “weepy” (fluid or pus filled).
- Colored drainage from eyes.
- Brown/green drainage from nose with fever of greater than 100.5 F.
- Difficulty breathing or shortness of breath; serious, sustained cough.
- Symptoms or complaints that prevents the student from participating in his/her usual school activities.

If your child has symptoms listed above due to a non-contagious problem, a signed statement from your doctor is needed to allow attendance at school. In order to protect the health of all children in the classroom, the Title 1 Preschool reserves the right to exclude a child suspected of carrying any contagious disease. Please call the teacher if your child will be absent.

## **Short Term Exclusion and Re-admittance**

**Policy:** In order to maintain a healthy classroom environment, the Title 1 Preschool Program staff will facilitate a safe environment for all children by temporarily excluding children with conditions or illnesses that preclude them from attending class.

**Procedure:**

Children with the following conditions or illnesses will be excluded from class until a doctor clears the child for re-admission:

- Chicken Pox – all lesions have dried and crusted
- Diphtheria
- Impetigo – 24 hours after medical treatment has been initiated
- Hepatitis
- Measles
- Meningitis
- Mumps
- Pertussis (Whooping Cough)
- Rubella
- Scabies – after treatment has begun
- Strep Throat – 24 hours after medical treatment has been initiated
- Tuberculosis – physician states child is no longer infectious
- Stools containing blood or mucus
- E. coli (O157:H7) or Shigella Infection
- Mouth Sores associated with drooling unless physician states condition is noninfectious
- Rash with fever or behavior changes unless physician states condition is noninfectious
- Persistent cough that prevents student from actively engaging in classroom activities

Continued on next page...

## Short Term Exclusion and Re-admittance Continued

- Illness that prevents the child from comfortably participating in program activities.
  - Illness that results in a greater need for care than what the staff can provide without compromising the health and safety of other children.
  - Fever of 100.4° F. or higher with or without lethargy, persistent crying, difficulty breathing or other manifestations of possible severe illness.
  - Diarrhea or vomiting two or more times in 24 hours.
  - Head Lice, not until all live bugs have been removed.
2. Upon discovering that a child has any of the above criteria, staff will notify the child's parent, guardian, or other authorized adult of the child's condition and arrange for the child to be picked up. At least one adult will remain with the child until pick up.
  3. The child's file will be documented about the occurrence of the condition or illness, action taken and the readmission of the child into class.
  4. When there is an outbreak of a communicable disease, classroom staff will notify the nurse who will then provide (when appropriate) fact sheets about the illness. We follow Marion County Health Department and Salem-Keizer Public School District guidelines for communicable disease reporting.
  5. It is the desire of the Title 1 Preschool Program for children to miss as little school as possible. However, staff will do all that is necessary to ensure a safe environment for all children and reserves the right to require a doctor's note that specifically clears the child for re-admission into the classroom.

## Head Lice

1. Children are checked regularly by staff for head lice.
2. If you receive notice that your child has head lice, use treatments or the medicated shampoo that your doctor, pharmacist, or the Marion County Health Department recommends on all family members who have head lice.
3. Remove all nits after treatment.
4. Wash all combs or brushes used by the person in extra hot (128 degrees Fahrenheit) soapy water for at least 10 minutes. Wash all clothing (including coats, hats and scarves) and bedding used by the infested person in the last 2 days prior to treatment. To wash these items, do one of the following:
  - Wash in extra hot water or place the item in the dryer on high heat for at least 5 minutes.
  - Pack non-washable items in a sealed plastic bag for 2 days to eliminate the risk from head lice that may have been transferred onto those items.
  - You should vacuum upholstered furniture, carpets, bicycle helmets, and upholstered car seats. Change the vacuum cleaner bag after use and place it in a sealed plastic bag and put the bag in the outside garbage.
  - Do not use lice sprays. They may cause toxic or allergic reactions.
5. **Accompany your child to school in order for staff to check your child for live head lice before being allowed back in the classroom. Your child may only begin riding the bus and attending class once classroom staff has checked the child to ensure all live head lice have been removed.**
6. The staff will do their part to clean the classroom.

Salem-Keizer staff follow the Health Department guidelines when disclosing information regarding communicable diseases. The control of head lice is an ongoing health problem. It is nothing to be embarrassed about; hopefully together we can prevent its spread.

## Food Allergy & Dietary Restrictions

**Policy:** There will be a plan in place to accommodate and ensure the safety of each child with a food allergy or other dietary restrictions.

**Procedure:**

1. Parent or guardian at the time of enrollment will inform staff of any food allergies or dietary restrictions.
2. A signed *Medical Statement—for Accommodating Disabilities* form from a recognized medical professional and the parent or guardian will be put on file stating the food to be eliminated, why it is eliminated and appropriate substitutions.
3. A recognized medical authority is as follows: \*Medical Doctors of Medicine (MD); Doctors of Osteopathy (DO); Doctors of Naturopathy (ND); Physician's Assistant (PA); Certified nurse practitioner or clinical nurse specialist; Doctor of Dental Medicine (DMD); Doctor of Dental Surgery (DDS); Doctor of Optometry (OD)
4. Classroom staff will be notified of allergies and a list will be posted in a substitute teacher notebook in the classroom so substitute staff will be aware of allergies/dietary restrictions.
5. Kitchen staff will be notified of all food allergies/dietary restrictions.
6. Staff will work together to ensure that a plan is in place for all children with allergies/dietary restrictions prior to the child attending class.
7. All staff involved with the child will receive education on the types of common food allergies and any signs/symptoms to be aware of.
8. Salem-Keizer Title 1 Preschool will honor requests for food substitutions when the requested food replacement is readily available and does not exceed the normal cost of a provided meal.
9. If an entire CACFP food component is to be eliminated because of a disability, the substitution will not take place without a licensed medical authority signed *Medical Statement—for Accommodating Disabilities* form.
10. Salem-Keizer Preschool Promise may make food substitutions for individual participants who are medically certified as having a special medical or dietary need. When the foods to be omitted are required component of the CACFP meal pattern, the special dietary need for substitute foods must be supported by a Medical Statement – For Accommodating Disabilities form completed and signed by a recognized medical authority.
11. Other Special Needs (e.g., Cultural, Religious) Salem-Keizer Public Schools, Child Care Programs does not allow substitutions for lifestyle choices.

## Meal Service

**The Child and Adult Care Food Program (CACFP) provides reimbursement for nutritious meals. Oregon's program is funded by the U.S. Department of Agriculture and administered by the Oregon Department of Education. Children will receive lunch.**

1. A variety of different fruits and/or vegetables will be offered at every meal.
2. Healthy beverages options to include 1% milk served at all meals. Fresh water will be freely accessible before and after each meal service and has no added sweeteners. Juice and sugar-sweetened beverages including sports drinks are never served.
3. Students will participate in a minimum of 20 minutes of unstructured active time each day.

## USDA Nondiscrimination Statement

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form, \(AD-3027\)](#), visit any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov) eMail

This institution is an equal opportunity provider.”



## Hand Washing

Policy: Title 1 Staff, volunteers, and children working in the classroom will teach and model proper hand washing practices and techniques as a preventative measure to lower the risk of contracting and spreading communicable diseases.

Procedure:

This includes, but is not limited to, washing hands –

- Upon entering the classroom.
  - Before, during and after preparing food
  - Before eating food.
  - Before assisting with tooth brushing.
  - After using the bathroom.
  - After blowing your nose, coughing or sneezing.
  - Before and after providing first aid
  - Before and after assisting a child with toileting, diapering or nose blowing
  - After touching garbage.
1. Children (students) shall wash their hands in situations as described above.
  2. Recommendations for the use of soap and water for hand washing and the use of hand sanitizer per guidelines of Center for Disease Control and Prevention (CDC). (<https://www.cdc.gov/handwashing/when-how-handwashing.html>)
  3. Procedure for proper hand washing technique to be posted at all sinks within facility

# Smoke Free Environment

## **Policy:**

**Title 1 Preschool of** The Salem-Keizer School District recognizes its responsibility to promote the health, welfare and safety of students, staff and others on school property and at program sponsored activities. In light of scientific evidence that tobacco use is hazardous to health, it is the intent of Salem-Keizer to establish a tobacco-free environment and to engage in coordinated tobacco prevention activities. Consequently, tobacco use, distribution, or sale by staff or others on school district premises, at program sponsored events, in school district owned, rented, or leased vehicles, or otherwise while on duty is prohibited.

In recognition of the importance of modeling healthy behaviors, tobacco use by employees, parents, and volunteers is prohibited in any area (on-site or off-site) that is within sight of Preschool participants. Program staff, volunteers, and others must avoid bringing clothes that smell of smoke into the classroom, program office or onto the playground. Staff will request that parents not smoke during home visits. Parents will be informed of the smoke-free request prior to the home visit.

## **Definitions: (for purposes of this policy)**

“Tobacco use” means to inhale, exhale, burn, carry, ingest or use any tobacco product or tobacco-like product; to carry any lighted or heated product. “Use of tobacco product” includes the use or carrying of any electronic smoking device that is turned on or producing vapor.” “Use of tobacco product” does not include the use of any product specifically approved by the United States Food and Drug Administration for sale as a tobacco cessation product if the product is marketed and sold solely for the approved purpose.

“Tobacco product” means cigarettes, cigars, pipes and any other smoking product; dip, chew, snuff, snus, and any other smokeless product; and electronic smoking devices.

“Electronic smoking device” means an electronic or battery-operated device that delivers nicotine or other substances in vapor form and which may simulate smoking.

“Electronic smoking device” includes any such device, whether manufactured, distributed, marketed or sold as an electronic cigarette, an electronic cigar or cigarillo, an electronic pipe, an electronic hookah or any other product name or descriptor.

## **Procedures:**

- Tobacco Prohibitions:
- Tobacco use is prohibited on the premises of all Salem-Keizer Preschool Program property. Preschool staff, parents, volunteers, and contracted employees will not engage in tobacco use on Head Start premises, in Head Start Vehicles, or during Head Start activities.
- Clothing, bags, hats and other personal items used to display, promote, or advertise tobacco products are prohibited on Head Start premises, in head Start vehicles, or during Head Start activities.

- Tobacco advertising is prohibited at Preschool sponsored activities, Head Start sponsored publications, or on Preschool premises.
- Acceptance of gifts or funds from the tobacco industry is similarly prohibited.
- Age appropriate tobacco prevention message shall be incorporated into classroom teaching.
- Staff, volunteer, and parent prohibitions will lead to disciplinary action determined and imposed by Salem-Keizer Preschool Policy Council. Prohibitions will lead to disciplinary action.

**Procedures:**

**Tobacco Prevention Activities:**

- The Preschool Health manager and Coordinator will ensure that appropriate tobacco messages are incorporated into classroom instruction, and staff and family services education and resource materials.
- Preschool will collaborate with agencies and groups that conduct tobacco use prevention activities and education in the Salem-Keizer area.
- Preschool will promote cessation resources to staff, volunteers and parents- and offer these as possible alternatives to discipline for violations of tobacco use policies.
- Preschool staff will provide pregnant women and other family members, as appropriate, with prenatal education on risks from tobacco use on fetal development.

**Procedures:**

**Facility Signs and Program Communication:**

Preschool Administration will post signage in facilities and vehicles to communicate the no tobacco use policy. Staff will be informed of this policy through such means as orientation and training provided by supervisors. Parents, families and others will be informed through such means as the parent handbook; signs posted on parent bulletin boards; announcements during parent orientation, site meetings, Health Policy Council, and explanations of the policy attached to home visit notification.

This policy has been approved and received an A grade by the American Lung Association (March 2009).

Approved by Policy Council on April 2012

# Dressing For Preschool

## Classroom Time

Children need to feel comfortable and free to work in what they wear. Being “creative” in preschool often involves paint, glue, water, etc. If children are worried about their parent’s response to them getting messy, they might not get the most out of their experience.

Aprons are available in the classroom, but they do not cover up everything. So expect your child to come home a bit messy some days.

## Outdoor Time

Children will have the opportunity to play outdoors every day. During the winter months, we ask parents to send their children to school wearing warm clothing such as a heavy winter jackets, socks and closed-toe shoes. Wearing tennis shoes is encouraged all year long.

## Potty Time

Even though your child might be well potty trained, we encourage clothes with easy to use buttons and zippers. Avoid the use of belts since these, sometimes, get in the way of last minute toilet needs.

*We encourage parents to send a change of clothes (underwear, sweat pants and socks) in their child’s backpack in case of emergencies. The classroom does have some extra clothes available but we are very limited in quantity and sizes.*

*Remember, if your child comes home in something from school, please return it. We want to have extras available for the next time, if needed.*

## Outside Play

Outdoor activities are an important part of your Preschool Promise day. They provide essential opportunities for a child's health and well-being. Health experts agree on the importance of fresh air for children. It is a negative health effect for children to spend too much time in a closed indoor setting.

Our Preschool Promise Performance Standards require that we provide at least 20 minutes of active play outside each day except in cases of extreme weather (**below 25 degrees F, pouring down rain, above 100 degrees with no covered area to play in**). This time provides important opportunities for children to develop large motor skills, learn to use outdoor equipment, participate in group games, and increase social skills for sharing and safety.

Parents will want to dress their children in warm clothing during winter months, knowing that they will be playing outside at school every day.

If parents feel that their child is not well enough to play outside at school, they will want to consider keeping him/her at home for the day. We do not want children to miss school, but we do want them to participate in the total day which includes fresh air and enjoyment of the outdoors.

## Snow and Ice Policy

Salem-Keizer School District decides school closures for our Early Childhood Program during periods of snow and icy road conditions. Please, listen to local radio stations to find out what the schools are doing.

- **For a 2 hour delays, preschool classrooms will begin 2 hours later.**
- **If schools are closed, the preschool is also closed.**
- **If schools are closed, parent meetings and field trips will be cancelled for the day.**

Parents should also be aware, that during snow and ice, snow routes might be necessary. If you live in outlying areas or on hills, we may not be able to transport your child, even if schools and preschool classes are operating. Your bus driver will notify you about snow routes.

## BUS TRANSPORTATION AGREEMENT

Preschool staff and parents are partners in your child's education. Safety is our number one concern for your child on the bus. This is a reminder of the commitments involved in having your child transported to school on the Preschool bus.

- Be at your child's bus stop at least 10 minutes before the bus is scheduled to arrive to take your child to school. In addition, be waiting at your child's bus stop at least 10 minutes before the bus returns him/her home from school.
- When the bus arrives, please keep your child with you at all times and walk him/her to the bus. This is a serious safety concern. Children running or playing at the bus stop could be injured.
- If there is no Parent Assistant on the bus, the parent may be required to buckle their child into the seat.
- When your child is dropped off from school, you must come to the bus to receive your child. Before your child will be released from the bus an authorized adult must sign-out the child each day at the bus stop, identification will be checked as needed.
- Your child will not be allowed off the bus until the driver sees that you are there. If you are not present at the bus stop to receive your child at the appointed time they will be taken to the Transportation Facility and you will be called to pick him/her up at the Transportation Facility.
- If contact has not been made by the time the school office closes, Department of Human Services and/or law enforcement agency will be called to pick up the child.
- At the bus stops where several children are dropped off together, you may be asked to provide identification in order to receive your child. If someone other than yourself will be receiving your child, please make certain this is an authorized adult available and that they are on the authorization list. They too will need to provide identification.
- Keep your Teacher or CSOC informed in writing of any changes in your telephone number, child-care provider, address, or authorized adults who may pick up your child. Adults may be asked to show picture identification.
- Salem Keizer Schools is a smoke free environment. There is no smoking permitted at the bus stops, or within sight of students.

**We will attempt to provide transportation to all students, but this is not guaranteed. Some students may not be able to receive transportation due to the length of the bus route or if the student lives outside of the transportation area. If a student refused to ride the bus home from school an authorized person must pick-up the child from school. I understand inability to follow these guidelines may terminate transportation privileges.**

**Thank you for your participation and support in ensuring the safety of all students in the Salem-Keizer Preschool program.**

# Pedestrian and School Bus Safety

## Pedestrian Safety

### **Teach your children these pedestrian safety rules:**

- Always cross the street with an adult (if you are younger than 10 years old).
- Stop at the curb before crossing the street.
- Walk; don't run, across the street.
- Cross at corners, using traffic signals and crosswalks.
- Look left, right, and left again before crossing.
- Walk facing traffic.
- Make sure drivers see you before crossing in front of them.
- Do not play in driveways, streets, parking lots or unfenced yards by the street.
- Wear white clothing or reflectors when walking at night.
- Cross at least 10 feet in front of a school bus.

## School Bus Safety:

It is essential that an adult accompany children to and from the preschool bus at home and at school.

### **Teach your children these bus safety rules:**

- Always buckle your seat belt and keep it buckled.
- When boarding and exiting the bus:
  - Wait your turn.
  - Take one step at a time.
  - Hold on to the handrail.
  - Avoid Danger Zones—In front of the bus, in back of the bus, anywhere near the wheels.
- Listen to the bus driver's directions in the event of an emergency.
  - Stay in your seat until the bus driver tells you to get out of your safety seat to stand.
  - Walk quickly to the exit.
  - Grasp adult's hand.
  - Move safely away from the bus.
  - Listen for your name to be called.



## Left Child Policy

**Philosophy:** Early Childhood Program believes parents are the primary caregivers of their own children and need to be responsible for providing care and supervision of their own children. Consistent with this belief, parents need to be at the bus stop for drop off after school or pick-up their child at the time of dismissal.

**Policy:** After every **reasonable effort** is made to contact a child's own parent or emergency contact, and no contact is made Child Welfare (Marion Co. 378 -6800) will be contacted to pick up your child.

**Procedure:**

- Staff is responsible for obtaining, from each parent, emergency contacts for each child in the program. Families will be asked for this information during enrollment. Following enrollment, it is the responsibility of the parent to ensure that current emergency contact information is given to the teacher and the community school outreach coordinator (CSOC).
- If no one is at home to receive your child after school and no other arrangements have been made, the child will be taken back to school.
- At that time staff will begin contacting the child's parent. If the parent can not be reached, staff will attempt to contact the emergency contacts **(That is why updated emergency information is so important)**.
- If contact has not been made by the time the school office closes, and all reasonable effort has been made to contact a parent and emergency contacts, Child Welfare **and/or** a law enforcement agency will be called to pick up the child.
- Staff will leave a message if possible as to where the child is and a note will be on the classroom door informing the parent of the child's location.
- The director will be notified of the situation.

## **Become a Partner in the Program**

Staff members expect the involvement of all parents in all parts of the Preschool Promise program. It is your responsibility as a parent to be involved in your child's education.

- Volunteering in the classroom.
- Attending Parent Meetings.
- Offering curriculum suggestions.
- Helping plan and attending field trips.

### **As a parent of Preschool Promise I agree to:**

- Have my child ready and waiting for the bus 10 minutes before pick up time.
- Be at the bus stop waiting for the bus after class ends or make arrangements with the teacher for an alternative plan.
- If I bring my child to school, I will walk my child to the classroom and sign them in before leaving.
- I will not bring my child to school before the start time of class.
- If I pick my child up from school if I am self-transporting.
- Follow the Preschool Promise attendance policy.

## **Volunteering in the Classroom Your Participation is Important**

Your presence in the classroom is very important! As a parent, you bring excitement and pride to young children. You are also a source of support for the classroom.

While all parents are welcome and their time spent in the classroom is valuable, not everyone feels comfortable right away. Sometimes walking into a classroom can feel overwhelming and you may not feel sure what to do next. Here are some tips:

### **OBSERVE!**

Visit your child's classroom to see first hand how the staff and children work together. It can be very rewarding and educational. Just sit back and watch the day unfold.

By listening and watching, you will learn the day's routine and how the adults in the classroom guide children through their day.

You don't need to rush into things. Feel free to observe until you feel more comfortable about volunteering.

### **JUST DO IT!**

Go ahead! Take the plunge and schedule your next visit to the classroom. Plan to get more involved in the children's activities.

Don't worry! We all learn by trying new things.

### **MORE INFORMATION**

After you've got your feet wet, you will probably have a lot more questions. Talk with your child's classroom teacher. They will have information and videos about child development and early childhood education to share with you.

# Helping in the Classroom

## When working with children, remember:

- Speak softly.
- Listen and respond to a child's words; encourage them to talk to you about what they are doing.
- Kneel or sit down to be at the child's level.
- Encourage children to become more involved in activities. Avoid making models for children to copy.
- Children need to feel successful. Help a child if a task is hard, but don't do it for them.

## Steps in Resolving Conflicts:

- Approach calmly, stopping any hurtful actions. Place yourself between the children, on their level. Use a calm voice and gentle touch. Remain neutral rather than take sides.
- Acknowledge children's feelings.
- Gather information. Ask both sides to tell about the problem.
- Restate the problem for both sides to hear.
- Ask for ideas for solutions and choose one together. Encourage children to think of a solution.
- Be prepared to give follow-up support. Stay near the children.

## **Criminal History Background Checklist**

State law requires anyone who has contact with children to fill out a *Criminal History Background Checklist*. This involves teachers, bus drivers, cafeteria employees, custodians and volunteers. This is for the safety of everyone involved.

It is our policy to have all parents fill out this form. This will allow you to volunteer in the classroom, participate in group activities with children in the classroom, and accompany us on field trips whenever your schedule allows.

If for any reason your criminal checklist is denied, you may still visit the classroom but may only have direct contact with your child.

## Animals in the Classroom

**Policy:** The presence of animals in the classroom will follow Salem-Keizer School District Policy.

**Procedure:**

1. Permission must be obtained from the principal for an animal to be brought on the premises.
2. Staff will ensure that the health of the students in their classroom will not be adversely affected by an animal in the classroom.
3. Through parent newsletters or other communications, parents will be informed of the possibility of resident or visiting animals to the classroom and will be given the opportunity to notify staff of any potential health risk to their student.
4. Before an animal becomes a resident animal, students must be educated on the animal and safe handling practices.
5. No wild or exotic animals will be housed in a classroom.
6. Animals must be humanely contained in secure cages and shall not freely roam the premises, nor have unsupervised contact with students.
7. A designated staff member with a resident animal in their class must provide for the health, care, feeding, watering, cleaning, and waste disposal of the animal.
8. No animals shall be kept in the classroom during school vacation periods.

# Emergency Preparedness

**Policy:** Parents and staff will work together using the Salem-Keizer School District policy for emergency preparedness to ensure that children are safe and prepared for emergencies that could include earthquakes, fire, and lockdowns. Practice evacuation drills will be performed by staff to prepare for each event on a regular basis.

**Procedure:**

1. Emergency evacuation routes will be clearly posted in each classroom.
2. Children will be prepared for evacuation drills by talking about emergencies and the evacuation process in advance of holding drills.
3. Staff will plan and conduct a monthly fire drill as well as either an earthquake or lockdown drill rotating monthly. Drill information should be recorded in the emergency drill report and turned in to the office.
4. Follow procedures and instructions for notification of parents:
  - Following evacuation of the site and consultation with emergency personnel and Head Start administration, parents will be contacted and provided with instructions regarding transportation arrangements/responsibilities and updated on their child's health status.
5. During actual incidents, parents and guardians should wait to receive information directly from the principal or district offices before taking action. Information from students may be incomplete or not accurate. The district will make every effort to relay up-to-date information, which will provide parents and guardians with the expected actions they should take during the incident.

## No Weapons at School

Salem-Keizer Public Schools has a “**zero tolerance**” policy for weapons. That means WE WILL NOT TOLERATE POSSESSION OF WEAPONS, including toy “look-alike”, on district property or at school activities.

We realize children sometimes slip toys in their backpacks without you knowing. But because of the serious implications, we must take them away and give them to the school principal.

You will receive a phone call from the teacher and in order to get the toy back; you must come to the school and pick it up.



# Title 1 Holidays/Celebration Policy

**Policy:** We strive to educate children about the world in which they live. This includes seeing the differences and similarities of our world. Holidays can be an opportunity to help children gain greater understanding of the world. In our program, teachers **educate** about holidays rather than **celebrate** a holiday. If a teacher chooses to educate children about a holiday they need to pay attention to the balance and the importance we put on certain holidays over others. No one holiday should be portrayed as more important than any other.

## **Procedures:**

- Avoid stereotypes. Be culturally relevant.
- All activities will be developmentally appropriate, meaningful to children and meet the developmental needs of all the children in the classroom. Activities will be open-ended and child directed, not teacher directed. Activities will adhere to the normal schedule and routine of the day.
- Teachers might read a book or have a discussion to educate children about historical or cultural meaning of a holiday.
- Avoid “special performances”. Encourage parents to participate in regularly scheduled class time activities. Even though parents enjoy watching their children, performing for a group can make children anxious. “Parties” are not a part of our curriculum.
- Activities will allow for individual process and creativity.
- To meet children’s developmental needs, there will be activities available every day that address all areas of development. • In planning activities teachers will avoid commercialism and materialism. • Activities or gatherings will not involve sugary snacks.



The Salem Keizer School District 24J does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Compliance Officer, Assistant Superintendent-Human Resources 2450 Lancaster Dr. NE, Salem, OR 97305. Telephone 503-399-3061