



**Before & After School Program  
Parent Handbook  
2018-2019**

**1926 N Marquette Street  
Davenport, Iowa 52804  
School Phone- 563-324-3205  
Childcare Phone-563-940-1474 \*use this number from 2:30 to 5:30  
[www.ascsdav.org](http://www.ascsdav.org)**

## About Us

All Saints Catholic School community shares a common goal of preparing children for lifelong learning and Christian service. We are committed to nurturing each child's spiritual, intellectual, social, moral, emotional and physical development. All are encouraged to utilize their God-given gifts in an atmosphere that challenges them to strive for their unique potential.

We believe that we supplement the Catholic Christian education given by parents in the home. Our responsibility then is developing the whole person -- spiritually, morally, physically, intellectually, socially and emotionally.

By creating a faith-community, we strive to instill Christian values in each student by which he/she will be able to clarify their own values in life according to the Gospels, with the hope that they become self-directed individuals who will be responsible for their own decisions, behavior, and learning. We believe that each child is an important, unique individual, whose intellectual success is built upon a healthy self-concept, making our school child centered.

Cooperating with the parents, we continue the religious development of the child by furthering knowledge of the Church in the world and each child's part in it, preparing them to participate fully in the Church's liturgical life.

All staff must have regular background checks and are responsible for ensuring the safety of children and preventative harm by being proactive and diligent in supervising the children. Only those who have been cleared through a formal record check process will be allowed to supervise the children.

All Saints Catholic School meets the requirements of the Iowa Department of Human Services. As a licensed childcare facility, All Saints Catholic School is a mandatory child abuse reporter.

A copy of the state requirements is available from the Director or by calling the District Child Care Licensing Consultant at (563) 242-0573, ext. 418.

## EQUAL OPPORTUNITY & NONDISCRIMINATION

All Saints Catholic School is committed to equal opportunity and does not discriminate on the basis of race, color, national or ethnic origin, sex or disability in the educational programs and activities which it operates. All Saints Catholic School policy, not to discriminate in educational programs and activities, extends to the employment in, and admission to, such programs, activities, and services. It does not discriminate in the administration of its educational policies, employment policies, admissions policies, scholarship and loan programs, athletic and other school and parish administered programs.

## General Information

The before school program is from 6:30-7:15am and there is a flat fee of \$3.50 per child. This program does not include breakfast but breakfast is available at 7:00am for an additional charge. All Saints Catholic School offers a childcare program starting at 10:30 am each school day for those enrolled in the morning preschool classes at All Saints. The hours of the after school program are from 2:30-5:30pm every day school is in session. Aftercare will be provided on Wednesday early dismissal days from 1:30-5:30pm. **There is a \$20.00 per child late fee for each 15 minutes late.**

Our programs follow the All Saints Catholic School Calendar which follows the Davenport Schools Calendar. If the Davenport Schools are closed for inclement weather, than so are we. If they have a two hour delay, there will be no morning care that morning. If there is a 2 hour delay, preschool daycare will open at 10:00.

## **Admission Policy**

The before and after school program is offered to students enrolled in the All Saints Catholic School academic program. An optional orientation will be provided for children and parents to attend prior to the beginning of the school year. Topics include an overview of the program, total enrollment, discipline, handbook, and questions you may have about our program. Children are expected to be dressed in the school uniforms while they are in the aftercare program with a few exceptions such as shirts needing to be tucked in shirts. Students will have indoor and outdoor time depending on the weather conditions. Cold weather activities may require mittens, hats, and boots. If boots are worn, please send a pair of shoes in your child's backpack.

## **Required Information for Children Enrolled**

All Saints Catholic School will maintain sufficient information in a file for each child, which will be updated at least annually or when the parent notifies the center of a change or the center becomes aware of a change, to ensure that:

- a. A parent or an emergency contact authorized by the parent can be contacted at any time the child is in the care of the center.
- b. Appropriate emergency medical and dental services can be secured for the child while in the center's care.
- c. Information is available in the center regarding the specific health and medical needs of a child, including information regarding any professionally prescribed treatment. Information shall include a physical examination report. Parents will need to sign a form stating immunization information is available in the school file and is free of communicable diseases. **A copy of this will be kept in the BASP Files.**
- d. A child is released only to authorized persons.

## **PARENT ACKNOWLEDGEMENT FORM & FEE AGREEMENT**

This form is signed by the parent who acknowledges that he/she received, read and understands the policies contained in this parent handbook, and understands the fee schedule.

## **SCHOOL-AGE ASSESSMENT & HEALTH FORM & IMMUNIZATION DECLARATION**

This form lists any health concerns from the parents and acknowledges that a certificate of immunizations is on file with the school office. **A copy of both of these forms will be kept in the BASP Files.**

## **PARENTAL EMERGENCY MEDICAL CONSENT**

This form allows parents and guardians to authorize the provision of emergency treatment for below named child who becomes ill or injured while under program authority when parents or guardians cannot be reached. It also authorizes adults other than a child's guardian to pick them up.

## **DROP OFF PROCEDURES**

Children will not be accepted prior to 6:30 a.m. Parents must accompany their child into the building in the morning to ensure they are checked in with the staff member providing care. According to licensing procedures, "each child shall have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or group." If these conditions are to be found the child must go home immediately.

## **PICK UP PROCEDURES**

Parents are to enter into the building using the playground doors. These doors remain locked during the hours of the childcare. A bell is there for parents to ring and an adult will let students in. The parent will need notify to a staff member that they are there to pick up their child and the staff member or parent will sign the student out noting who picked up the child.

Anyone not recognized by sight will be asked for a picture ID. If any individual other than those listed on the pick-up list is needed to pick up a child, the parent must notify staff prior to pick up.

## **POLICY FOR CHILDREN REQUIRING SPECIAL ACCOMMODATIONS**

The decision to accept a child requiring special accommodations will be made by the director. This decision will be based on whether the child will have the opportunity to be successful in the center's environment. Parents may be required to submit a PROFESSIONALLY PRESCRIBED TREATMENT FORM which has been accompanied by a letter from a health care professional explaining the child's condition and the responsibility that the center will have over the child. Limitation of accommodations may exist for children whose needs require extreme facility modifications beyond the capability of the facility's resources.

## **PARENT ACCESS**

Parents are welcome to visit anytime. Parents have unlimited access to their children. A court order prohibiting parental contact must be in a child's file to deny access.

Parental complaints and grievances are handled first by the on-site teacher, then the on-site supervisor, and then to the director. If not satisfied, the parent(s) may register a formal grievance with the All Saints Catholic School Board and an informal conference is held with the parties involved.

## **Dismissal Policy**

Reasons for dismissal may include inadequate enrollment, failure to sign required forms, violations of written policies, non-payment of fees, or if the Director senses that the needs of the child are not being met by the program offered. In any situation where dismissal is a potential, a conference with the parent(s) will be held to develop a plan of action. If the plan does not produce results, the child will be asked to seek enrollment elsewhere.

## **Payment of Fees**

The before school program is from 6:30-7:15am and there is a flat fee of \$3.50 per child. This program does not include breakfast but breakfast is available at 7:00am.

## **School Age Child Care:**

The hourly fee is \$4.00 per hour for the first child, \$3.50 for the second child, and \$3.00 for the third child. Statements are sent weekly with payments expected weekly. There is a \$20.00 per child late fee for each 15 minutes late after 5:30 pm.

A registration fee of \$25 per family is to be paid prior to your child/children's attendance to this program.

## **Preschool Child Care:**

1. Students enrolled in the AM preschool may be dropped off in the All Saints cafeteria at 6:30am each morning and will be charged \$3.50 per day.
2. Childcare cost from 10:30am – 2:40pm is \$2225.00 per year.
3. Childcare cost from 10:30am – 5:30pm is \$2700.00 per year.
4. Childcare cost for afternoon preschool students from 2:30 – 5:30pm is \$1325.00 per year.

If you choose the monthly payment plan, payments are due at the end of each month August through April. You may also pay your childcare in one lump sum, or two payments – one in August and one in January, or 4 payments – the first in August – second in October – third in January – with the final payment due in March. To make arrangements or if you have any questions please contact Marilou Vardeman in the school office @563-324-3205.

We have a daily rest time from approximately 11:30 am – 12:30 pm for our childcare students. We ask that if you need to pick up your child during this time you inform a staff member ahead of time so that we can have your child ready and waiting. We do not want to disturb the rest of the students.

## **Breakfast, Lunch, and Snack Program**

Students may participate in the Federal Hot Lunch and Breakfast Program. A breakfast program will be available in the World Café from 7:00-7:40 a.m.

Prices are determined and set at the beginning of each school year. Some families may qualify for free or reduced priced meals. If you feel you may qualify or would like more information, applications are available in the school office. Prices are based on income, number of members in the family, etc.

All breakfast and lunch menus will be sent home and posted outside the preschool classroom for parent preview.

All meals and snacks are prepared and served according to CACFP (Child and Adult Care Food Program) standards. Exceptions to these standards will be allowed for allergies, medical conditions or religion. A permanent exemption of any certain food for allergies or medical conditions must be accompanied by a doctor's note. A temporary exemption for medical conditions must be accompanied by a FOOD EXEMPTION FORM to be completed by a parent. Parents may be required to provide substitutes when accommodating children with allergies or medical conditions. Menus are posted two weeks in advance and are located at the check-in desk. Any student arriving after the breakfast or lunch time should have already eaten.

## **SAFETY**

Staff and student safety is a priority at All Saints BASP Emergency procedures have been established and provided to all staff members.

## **FIRE PLAN**

The fire signal is a siren.

Procedure: When a signal sounds, students stand up and proceed out of the room in a single file and in orderly fashion using the designated routes. Someone in the room should close the windows, turn off the lights and close the door. If a student is immobile they will be assisted by staff member to a safe place.

## **FIRST FLOOR EXITS FOR THE FIRE DRILLS**

- ◆ Students who exit from the west doors should walk across the alley to far playground near the south fence.
- ◆ Students who exit from the east doors should walk to the farthest side of the alley west to the playground.
- ◆ Preschool room exit from south outside alley door.

## **STORM PLAN**

**Storm Signal:** A continuous intermittent bell is the usual signal. In case of power failure, a runner system will announce the warning.

**When Signal Sounds: PS1 (Mrs. Bennet)** will proceed to the boys restroom across the hall from her room, **PS2 (Mrs. Wren)** will exit room to the right and proceed to girls shower room. Students in the Café will utilize boys shower room and the restrooms near Kindergarten rooms. All teachers should have flashlights and emergency packets with them. The lead teacher will announce an "all clear" signal when it is safe for students to return to classrooms. If a student is immobile they will be assisted by staff member to a safe place.

## **BOMB THREAT EVACUATION PROCEDURE**

There will be a long continuous blast from the fire alarm. Children will be evacuated according to the diagram posted in their room or as directed by the police. A head-count will be taken before and after the evacuation to ensure accountability. EMERGENCY CARDS and First Aid kits will be taken along with the children. The onsite teacher will make contact with the police department. If a student is immobile they will be assisted by staff member to a safe place.

### **BLIZZARD AND POWER FAILURE PROCEDURE**

When Davenport Public Schools dismiss early due to a blizzard, the center asks that the parents come as quickly and safely as possible to pick up their children. As ratios allow, the center will start sending team members home. If parents are unable to immediately pick up their child, a ratio-sufficient number of our team, including an on-site supervisor, will stay with the children as long as necessary. In the case of a power failure, parents should come as quickly as possible to pick up their children. If evacuation due to power failure is deemed necessary, the children will be transported to the evacuation site St. Ambrose University Health Campus. A head-count will be taken before and after the evacuation to ensure accountability. All closures will be at the discretion of the Director and will be broadcast on local TV stations.

### **CHEMICAL SPILL EVACUATION PROCEDURE**

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If the area is considered unsafe and an evacuation is necessary, the center will transport the children by bus or van to an area deemed safe by the authorities. A head-count will be taken before and after the evacuation to ensure accountability. The police will be contacted as well as local TV stations to broadcast the children's location. Emergency Information and First Aid kits will be taken along with the children.

### **INTOXICATED PARENT OR VISITOR PROCEDURE**

If an intoxicated parent attempts to pick up his/her child, the on-site supervisor will contact an emergency contact and request that they pick up the child. The on-site supervisor will then inform the intoxicated parent of the pick-up plan. If we are unable to reach an emergency contact, the child must be allowed to leave with the parent. The on-site supervisor will then inform the parent that the police will be immediately contacted concerning the incident. An intoxicated visitor will be asked to leave the center immediately, and the parent of whom the visitor was here to see will be contacted.

### **INTRUDER PROCEDURE**

In the case of an intruder entering the center and creating a hostile situation, a designated code will be put out to alert other team members of the situation and to alert them to phone the police. If possible, children will be taken to a designated "safe area" in the building. The center will then proceed as directed by the police.

### **LOST OR ABDUCTED CHILD PROCEDURE**

The on-site supervisor will be immediately notified of a lost or abducted child. Procedures will be put in place to locate the child. If the child is not found, the parent as well as the police will be contacted. The center will then proceed as directed by the police.

### **Field Trips:**

The childcare program will not be taking any field trips.

## **ALL SAINTS CATHOLIC SCHOOL BOARD OF EDUCATION**

The All Saints Catholic School Board of Education normally meets on the third Monday of each month. These meeting, held in the Holy Family Parish Office, begin at 5:15 pm and are open to parishioners, parents, faculty, staff and other interested persons.

Parishioners, parents of students, and members of the faculty or the staff desiring to bring a legitimate concern to the attention of the Board with respect to an agenda item are encouraged to contact a Board member so that the matter can be considered by the Board in due course. In the event any parishioner, parent of a student, or a member of the faculty and staff feels it is necessary to personally address the Board concerning an agenda item, they will be allowed to do so provided the same can be accomplished within the confines of an orderly, timely meeting. Proper decorum will at all times be required and the President of the Board and Board are vested with discretion to limit the number, length and content of any such discussions or comments. Anyone desiring to add an item to the agenda must request permission of the Board President or Pastor of the parish, preferably at least 24 hours prior to the meeting. This can be accomplished by either telephone or personal contact. No person may present orally or discuss at any regular Board meeting any charges or complaints against individuals employed by All Saints Catholic School or persons attending the school. All such charges or complaints should be presented to the Board, through the President, in writing and signed by the person making the complaint. If necessary, discussion would ensue during an Executive Session of the Board.

## **BEHAVIOR MANAGEMENT PLAN**

A behavior management plan teaches, guides, and nurtures students to help them accept responsibility for their own behavior and actions. All Saints Catholic School uses a positive method called 1-2-3 Magic. This is a simple, precise, and effective way of managing- gently and firmly- the behavior of children. Children will be given two warnings before they are removed from the activity. After the second warning, if the behavior continues, they will then be given a short time to calm down and refocus. After this occurs, they may rejoin the class activities. If necessary, this process will start over.

## **STUDENT ILLNESS/MEDICATION**

All Saints Catholic School follows the policies and procedures of the Scott County Health Department.

Controlled medication must come to the school office in an original prescription bottle with the current date. Medication not in its original container provided by the pharmacist with a pharmacy label will not be accepted. Dates may vary by one or two days if a prescription was picked up over the weekend. No medication dose changes will be accepted over the phone or in writing by a parent. Changes must be accompanied by a written prescription from the physician who has prescribed the medication.

The bottle must be marked with the following:

1. "School bottle" (a new bottle with the current date will be expected each month)
2. Number of pills parent placed in the bottle. Medication will be counted upon arrival to school and be confirmed by a second person. If there is a discrepancy, a parent may be called to school. Do not break pills in half.
3. Date bottle sent to school
4. Parent initials
5. Child's Name

Prescription medication cannot be administered unless the medication is in the original container with a label that contains:

1. Name of student
2. Name of medication
3. Dosage of medication
4. Directions for use
5. Name of physician

Students are not allowed to carry medication with them in school, with the exception of an inhaler used for asthma attacks or an EpiPen. These must be labeled with student's name, doctor's name, and name of medication. A parent must sign a medical authorization form advising that the student is carrying an inhaler or EpiPen. All other medication must be sent to the school office for storage and administration.

All teachers will have a list of students with medical problems. Parents must notify the school as to medical conditions of their children. In cases where it is warranted, administration will meet with the teachers involved and the parents to discuss

the medical condition of the student. At this meeting, all parties will be informed as to the usual methods of dealing with the medical condition.

All medication is dispensed by a certified person with the exception of an EpiPen or inhalers used by asthmatics who have permission to carry the inhaler or EpiPen on their person and use it themselves as the physician has prescribed.

## **INJURIES**

All injuries brought to the attention of a teacher will be documented on the FIRST AID DAILY LOG. Any injury causing a mark constitutes an INCIDENT REPORT which must be completed by the teacher who witnesses the incident. This report will include the injury, first aid given and teachers who were present when the incident occurred. A copy of the report will go to the child's backpack and the original to the child's file. Parents will be contacted for all serious injuries, and an INCIDENT REPORT will be completed. To ensure first aid is available for all injuries, a first aid kit will be kept in each room as well as on each vehicle used for transporting the children. First aid kits will also be taken to the playground and on each field trip.

## **DENTAL EMERGENCY**

Should a dental emergency occur where a tooth is damaged or prematurely extracted (excluding the loss of loose baby teeth) a supervisor will be called to evaluate the situation. Permanent teeth that have been extracted will be placed in a glass of whole milk until further arrangements are made. The parent will then be called to make arrangement for the child to be transported to their dentist. In the event that the parents or emergency contacts cannot be reached, the child's dentist will be contacted by a member of the leadership team.

## **SMOKING POLICY**

According to state licensing regulations Chapter 109.10(11), "Smoking and the use of tobacco products shall be prohibited in the center, outdoor play area and in center-operated vehicle during hours of operation of the center."

## **HAND WASHING POLICY**

All team members must wash their hands at the following times to prevent or minimize the transmission of illness or disease: Upon arrival at the center, immediately before eating or participating in any food service activity, after diapering a child, before leaving the restroom either with a child or by themselves, before and after administering first aid and after handling animals and cleaning cages. Children's hands will be washed at the following times to prevent or minimize the transmission of illness or disease: Immediately before eating or participating in any food service activity, after using the restroom or being diapered and after handling animals.



## UNIVERSAL PRECAUTIONS POLICY

Universal precautions must be followed by team members at all times. A protective barrier such as gloves must be worn when handling any bodily excrement or discharge. Proper hand washing must be followed as stated in the Hand Washing Policy. All sharps must be placed in the sharps container after use.

## BITING POLICY

Biting is a form of communication, as biting is almost always a response to the child's needs not being met or coping with a challenge or stressor. When this happens, it can be scary, frustrating and stressful for the children, parents, and teachers. If we observe signs a child might be on the verge of biting, we may be able to prevent the biting behavior (distracting, redirecting, close physical presence of the teacher). If a biting incident occurs, the teacher will in a firm, calm voice tell the biter NO and remove him from area. The bitten child will be consoled and the area washed with soap and water. If necessary, ice will be applied to reduce swelling or bruising. After consoling the bitten child, we will return to the biter to talk (help come up with options for what they may do next time instead of biting). We adapt our environment (plan activities & supervise carefully) and work with parents to help reduce stress for the child. An incident report will be written for the biter and bitten child and asked to be signed by parents the day of the incident. Confidentiality will be maintained by all members involved.

## UNAUTHORIZED ACCESS

***Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.***

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have **“unrestricted access”** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.

**\*“Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care.**

**\*It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**

2. Persons who do not have unrestricted access will be under the direct **“supervision”** and **“monitoring”** of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.

**\*“Supervision”** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.

**\*“Monitoring”** means to be in charge of ensuring proper conduct of others.

3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their Site Manager or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
  - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
  - b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.
    - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.

- ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
  1. The precise location in the center where the sex offender may be present.
  2. The reason for the sex offender's presence at the facility.
  3. The duration of the sex offender's presence.
  4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
  5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

## DAILY SCHEDULE

### Before School

Times 6:30-7:30 Preschool and School Age Students

Room Name/Number: Café

Teacher/Room Supervisor: Lauren Norcross

Schedule of Activities:

6:30 Check In Begins. Students may play with magnetic building blocks. They are also able to use dry erase boards, color with markers or crayons, coloring sheets, blank paper and coloring books. Books are available to students to read.

7:00 Clean up and Handwashing

7:00 K-8 Students go to DOE Breakfast Program in café; Preschool students go to DOE Preschool Program in Preschool Room.

### After Preschool

Times 10:30-5:30

Room Name/Number 10:30-11:15 Preschool Room; 11:15-5:30 Preschool Daycare Room \*Group may combine with school age kids after 4:00 depending on Number

Teacher/Room Supervisor **Jana Bennett**, Kim Schaeffer, Diana Heiser, Genevieve Alatorre, Eileen O'Brien, Jen Ruefer, , Adam Tucker, Jeanne Von Feldt, Deb Wilson, Yvette Harrington, Tabitha Oles, David Sowell, Mary Morrison, Theresa Money maker, Erika Hancock, Lauren Norcross

Schedule of Activities

10:30 Check In and Handwashing

10:30-10:45 Carpet Time- Story/Quick Game

10:45-10:55 Handwashing/Restroom  
10:55-11:15 Return to room to tables for lunch  
11:15-11:30 Handwashing/Restroom Return to Preschool Daycare Room  
11:30-12:30 Nap  
12:30 – 12:55 Restroom/Wash hands/Transition to Outdoor large motor skills  
12:55 – 1:00 Transition to group time  
1:00 – 1:15 Group time  
1:15 – 1:20 Transition to learning center time  
1:20 – 1:55 Learning Center Time  
1:55 –2:00 Wash hands/Transition to snack  
2:00 – 2:15 Snack  
2:15 – 2:20 Wash hands/Transition to Group time  
2:20 – 2:35 Group time  
2:35 – 2:45 Learning Center Time  
2:45-3:00 Transition to new friends joining/carpet time  
3:00-5:30 Learning Center Time  
Outside Time if available

### **After School School Age**

Times 2:30-5:30

Room Name/Number Café

Teacher/Room Supervisor Jana Bennett, Diana Heiser, Genevieve Alatorre, Eileen O'Brien, Jen Ruefer, Adam Tucker, Jeanne Von Feldt, Deb Wilson, Yvette Harrington, David Sowell, Mary Morrison, Lauren Norcross, Theresa Moneymaker, Erika Hancock

Schedule of Activities

2:50-3:05 Student are welcomed and checked in. Students should remain at grade level table.

3:00-3:20 Hand washing and distribution of snacks

3:20-4:00 Homework Time

4:00-4:30/5:30 Depending on Weather\*

Outside Time-dependending on weather and light;  
Playground or organized sports game  
Inside Game Time if outside is not available; Large Motor Skills in gym if available

## **STAFF ORIENTATION PLAN**

### **POLICY FOR HIRING COMPETENT TEAM MEMBERS**

Each applicant must complete an application as well as interview with a member of the Leadership Team. The applicant must be qualified in all sections of the state guidelines in Chapter 109.6. All applicants are required to meet the standards outlined in the New Teacher Training as well as the On-Going Training listed below. The applicant will also be informed of the requirements of working in a Catholic environment.

### **NEW TEACHER TRAINING**

All new team members will complete a Center Orientation which includes the completion of all personnel records, an overview of all policies and procedures and any training videos pertaining to childcare that are set at the discretion of the training coordinator. They must also complete the following training requirements before the end of their probationary period of 90 days:

Mandatory Child Abuse Reporter Training for the State of Iowa.  
Universal Precautions and/or Infectious Disease Control for the State of Iowa.  
Infant, Child and Adult Cardiopulmonary Resuscitation (CPR).  
Infant, Child and Adult First Aid.  
All New Employees must take Essential Skills Training-12 hours

A minimum of ten hours of training from one or more of the following areas:

- Child development
- Guidance and discipline
- Developmentally appropriate practices
- Nutrition
- Health and safety
- Communication skills
- Professionalism
- Business practices
- Cross-cultural competence

At least four of the ten training hours must be received in a sponsored group setting off-site.  
The remaining hours may be completed on-site

The onsite supervisor and the center director will monitor the orientation process as well as the 90-day probation period to ensure that all required areas are completed.

## **ON-GOING TRAINING & STAFF DEVELOPMENT PLAN**

After the first year of employment, all team members must comply with the following training requirements:  
Maintain Mandatory Child Abuse Reporter Training for the State of Iowa.1.

Maintain Infant, Child and Adult CPR. 2.  
Maintain Infant, Child and Adult First Aid.3.

Maintain Universal Precautions and/or Infectious Disease Control for the State of Iowa.  
Receive a minimum of ten training hours with at least two of the hours being in a sponsored group setting off site.  
Attend on-site team meetings that cover a variety of policies and procedures  
Essential Skills Training must be kept current. It is valid for 5 years.

### **MANDATORY CHILD ABUSE REPORTING**

Section 232.69 of the Iowa Code requires that every employee of a licensed day care or preschool facility, who, in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of Human Services.

Section 232.70 of the Iowa Code requires that each report made by a mandatory reporter, as defined in Section 232.69, shall be made both orally and in writing. The oral report must be made by telephone or otherwise to the Department of Human Services within 24 hours of becoming aware of suspected abuse. If the person making the report has reason to believe that immediate protection for the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency. The written report must be made to the Department of Human Services within 48 hours after the oral report.

By law, the oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

1. The names and home address of the child and parents/guardian believed to be responsible for his/her care.
2. The child's present whereabouts if not the same as the parent/ guardian's home address.
3. The child's age.
4. The nature and extent of the child's injuries, including any evidence of previous injuries.
5. The name, age, and condition of other children in the same home.
6. Any other information which the person making the report believes might be helpful in establishing the cause of the injury, the identity of the people responsible for the injury, or in providing assistance to the child.
7. The name and address of the person making the report.

Legal sanctions for failure to report are as follows:

1. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
2. Any mandatory reporter who knowingly fails to report is civilly liable for the damages proximately caused by such failure (Legal Reference 232.75).

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations (Legal Reference 232.73).

To report child abuse anytime, day or night:

Des Moines: 283-9222

Outside Des Moines: 1-800-652-9516 (toll free)

If necessary, the report can be made by calling the toll free statewide child abuse number (1-800-362-2178). However, you are encouraged to call your local number first. You may call collect.