

SCHOOL-AGE CHILD CARE PROGRAM

# LITTLE DUTCH CLUB HANDBOOK 2024-2025



Little Dutch Club  
Madison Elementary  
950 E. University St.  
Pella, Iowa 50219  
641-628-1944



**PREPARING EVERYONE TO LEARN, LEAD & ACHIEVE**

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# Welcome!

## Meet Our Staff!



Sarah Kuennen,  
Early Childhood Director  
Director of Little Dutch Club



Kristiana Hesseltine (Miss Kristi)  
Administrative Assistance at  
Little Dutch Academy



Victoria Stoll (Miss Victoria)  
Lead Caregiver  
On-Site Supervisor



Rachel Pforts (Miss Rachel)  
Before and After School Caregiver



Rinnah Hardeman (Miss Rinnah)  
After School Caregiver



Abigail Miller (Miss Abigail)  
Before and After School Caregiver



Addilyn Weesner (Miss Addie)  
Wednesday Early Outs Caregiver



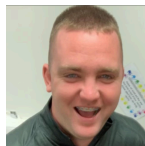
Lindley Carlstone (Miss Lindley)  
After School Caregiver



Jade Martin  
Wednesday Early Outs Caregiver



Josalyn Chapman (Miss Josie)  
After School Caregiver



Nick Struve (Mr. Nick)  
Wednesday Early Outs Caregiver

## Pella Community School District Mission, Vision, and Elements (441 IAC 109.4(1))

The vision of the Pella Community School District (PCSD) is “Preparing Everyone to Learn, Lead & Achieve.” To achieve this vision, our mission is to develop potential, build relationships, and pursue excellence.

Additionally, as a district we will work to build the following elements:

- Communication skills
- Emotional intelligence
- Citizenship skills
- Skills of collaboration
- Critical/creative thinking skills

Little Dutch Club believes in this Mission and Vision, and will continue to follow this in the before and after school program. In addition to providing a safe, fun, and engaging environment for school age child care, we believe in using this time to help each child learn, develop, and thrive!

## Little Dutch Club Philosophy and Goals (441 IAC 109.4(1))

We believe...

- all children can learn.
- each student is a worthy person with individual needs and abilities.
- children thrive when they are supported by an informed, positive, and committed team of family, school, and community.
- in providing a safe, caring, and supportive environment.
- high expectations promote positive results.
- in providing a variety of opportunities to enhance individual development.
- learning is a lifelong process.

Goals for children:

- Children will be enthusiastic and curious learners.
- Children will develop social and emotional skills to develop friendships, be a kind friend, solve problems, and regulate their emotions.
- Children will be safe and healthy and develop skills to understand how to make decisions to be safe and healthy.

Goals for Families:

- Families will feel welcome in the center.
- Families will work with the program to help their children be successful.
- Families will make decisions that are physically, socially, mentally, and emotionally healthy for their child.
- Families will advocate for their children.

## Little Dutch Club Program Overview (441 IAC 109.4(1))

Little Dutch Club is a school age child care program that is housed at Madison Elementary. Registration is available for before school, after school, and/or Wednesday Early Outs. Additionally, any family registered for one or more of those times can participate in childcare on no-school days throughout the year (please take note of the Days Closed section). Finally, Little Dutch Club provides Summer Care; families who were

registered during the school year are given first priority. The Early Childhood Director at Little Dutch Academy is the director of the program with a on-site supervisor present for the day to day operations.

Little Dutch Club is open Monday through Friday from 6:30am-8:00am and again from 3:15pm-6:00pm. On Wednesday Early Outs, childcare starts at 1:45pm.

Please visit <https://www.pellaschools.org/schools/madison-elementary/little-dutch-club/> for more details on enrollment options.

### Academic School Calendar Link

The Pella Academic Calendar can be found on the school website: [pellaschools.org](https://www.pellaschools.org)

It is also linked [here](#). Little Dutch Club will be open all days except for the holidays listed below.

### Little Dutch Club - Days Closed

- The major holidays that Little Dutch Club will be closed are as follows:
  - 4th of July
  - Labor Day
  - Thanksgiving
  - Day after Thanksgiving
  - Christmas Eve
  - Christmas Day
  - New Year's Eve
  - New Year's Day
  - MLK Day
  - Good Friday
  - Memorial Day
  
- Little Dutch Club will also be closed for one week in the summer
  - Providing professional development to help all caregivers be as effective as possible is extremely important. This week will be used for our staff to learn and grow together. Additionally, this week will be used for general building and property maintenance. These dates will be communicated with families in the early spring, before they sign up for Summer Care.

### Childcare Program Assessment (Iowa Code Section 237A.4)

Little Dutch Club is licensed through the HHS and follows the regulations defined in Chapter 109: Child Care Centers. Within this handbook, several regulations are referenced after the header such as (441 IAC 109.\_) Inspection and evaluation were conducted to obtain an initial license and will continue each calendar year to renew our license. This includes unannounced visits. If parents ever have any concerns, they can contact us or our HHS representative; contact information is posted at the entrance of Little Dutch Club.

### Little Dutch Club Advisory Committee (441 IAC 109.5(2))

The Little Club Club Advisory Committee consists of the program director, on-site supervisor, caregivers, and parents. This committee assists in decision making to improve the program. They will meet at least once

annually to ensure continuous improvement for the program.

Little Dutch Club desires to always look for ways to continually improve to be the best program it can be. We always welcome input from staff, families, and the community to be considered. Input can be shared at any time with Sarah Kuennen, the Pella School's Early Childhood Director and Little Dutch Club Director.

# Enrollment

## Equal Education Opportunity (441 IAC 109.5)

It is the policy of the Pella Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Superintendent Greg Ebeling, 212 East University Street, Pella, IA 50219, (641) 628-1111, or [greg.ebeling@pellaschools.org](mailto:greg.ebeling@pellaschools.org).

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

For more information, refer to the [School Board Policy 102](#), last approved: on 7/15/19.

## Little Dutch Club Eligibility and Registration (441 IAC 109.4(2))

To be eligible for Little Dutch Club, your child must be enrolled in PreK-4th grade.

Families can enroll in childcare for the following year starting March 1. Enrollment will be based on a first come, first serve basis. A link will be provided on the website:

<https://www.pellaschools.org/schools/madison-elementary/little-dutch-club/>

Families enrolled in childcare during the school year will have priority for summer care.

## Fee Policy and Financial Agreements (441 IAC 109.4(2))

Little Dutch Club is a fee-based program. All snacks and meals will be covered by this tuition.

- Tuition Fees
  - Option 1: 6:30am - 8:00am: \$30/wk
  - Option 2: 3:15pm - 6:00pm: \$50/wk  
This includes Wednesday Early Outs
  - Option 3: 6:30am - 8:00am and 3:15pm - 6:00pm: \$80/wk  
This includes Wednesday Early Outs
  - Option 4: Wednesday Early Outs Only: \$16/wk
  - Option 5: Before School Care + Wednesday Early Outs: \$46/wk
- Billing Process
  - Little Dutch Club will use Playground, a childcare management software, to manage billing, registration, daily communication updates, and attendance.
  - 23rd of each month: Invoices will be sent
  - 1st of each month: Payments will be due
  - Reminder emails will be sent 5 days prior to the bill being due each month.
  - Late Pick-Up Fee:
    - Grace period of 10 minutes
    - \$1 per minute late fee after the grace period



- Payment Options
  - All families enrolled in Little Dutch Club will be required to enter credit card information for payment of the initial registration fee. Families will then have the choice to leave credit card as their default tuition payment or set up ACH for tuition payments.
  - Steps to adjust the payment method are included in [this document](#). The default setting will be monthly payments, but there will be an option to pay weekly if families so choose.
  - ACH
    - No extra fees
  - Credit Card
    - Fee is 3% of payment to be charged + \$0.30 processing fee
  
- Other Information regarding tuition and payment:
  - At this point there are no part time options for childcare. As with every other aspect of this center, we will continually evaluate and adjust according to need.
  - Little Dutch Club does not provide sibling discounts at this time.
  - Little Dutch Club will grant each family a 'vacation week' to be used once per year if they choose to do so. Families need to give a two-week notice to use this vacation week. Outside of this designated vacation week, families will be charged for services regardless of whether they attend or not.
  - When parents register their children for Little Dutch Club in Playground, our software system, they are agreeing to this financial plan listed above.
  - If additional hours are requested, and the center is able to accommodate with ratio numbers, an agreed upon fee will be charged to the account with written permission, signed by both Little Dutch Club and the parents/guardians of the child.

Please contact Ashley Kraber at [ashley.kraber@pellaschools.org](mailto:ashley.kraber@pellaschools.org) or 641-628-1944 if you have any questions with your billing. Contact Sarah Kuennen at [sarah.kuennen@pellaschools.org](mailto:sarah.kuennen@pellaschools.org) with questions about tuition.

### Inclusion (441 IAC 109.12(3))

Little Dutch Club desires to be available to all children, including those with disabilities and unique learning needs. Modifications are made in the environment to include children with special needs. Staff members are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children and their families. The school district will meet with families if they believe that Little Dutch Club doesn't have the resources to be able to serve a child well.

### Ratios (441 IAC 109.8(2)) (441 IAC 109.10(16))

We value the interaction time between children and the adults in the room as well as the interactions between students each day. Therefore, we follow the state guidelines listed below:

- School age children (ages 5-10): one to every 15 children

It is a priority to provide the best care possible for children at Little Dutch Club, therefore, it is important to us to follow ratio requirements. Per Chapter 109, the following guidelines may be used throughout the day, only as needed:

- Brief absences of a staff member may be allowed for no more than five minutes when another staff person is present.

Additionally, we will follow the following guidelines related to ratios:

- Any child care center-sponsored program activity involving five or more children conducted away from the licensed facility shall provide a minimum of one additional staff over the required staff ratio for the protection of children.
- For a period of two hours or less at the beginning and end of the center's hours of operation, one staff may care for seven children or less.
- For centers serving school-age children, the ratio for school age children may be exceeded for a period of no more than four hours during the day when school classes start late or are dismissed early, or canceled, due to inclement weather or structural damage provided the children are already enrolled at the center and the center does not exceed the licensed capacity.

### Number of Students Served at Little Dutch Club (441 IAC 109.11)

Little Dutch Club has the following spots available for enrollment: 75 total.

### Expulsion and Suspension (441 IAC 109.4(2))

The Little Dutch Club desires to have a strong relationship with each family. If any problems arise within the center, our first step will be to seek for understanding around the situation and work to find a solution that all parties can agree upon.

- Failure to meet center policies: If families fail to meet the policies outlined, there will first be a reminder shared of the policies. If actions continue that fail to meet policies, there will be a meeting between the parents/guardians and the Early Childhood Director and other staff/administrators as necessary. A specific plan will be put in place at this meeting. If families continue to fail to meet center policies and this plan that was put in place, fee-based services will no longer be offered.
- Failure to pay: If families fail to pay the tuition fees, a reminder will be sent. If payment is still not received within a month, a meeting between the parents/guardians and the Early Childhood Director and other staff/administrators as necessary. If payment is still not received, the fee-based services will no longer be offered.
- Major incidents of behavior may result in expulsion or suspension. Please refer to the "Discipline Philosophy" and "Discipline Policy" for more information about the steps taken with behavior issues.

## A Child's Day

### Attendance

For children enrolled in child care, attendance can be flexible. Children can attend during the hours they enrolled in the program. Visit [our website](#) for options in enrollment. If children will not attend during their enrollment hours, we ask that you contact Little Dutch Club at [littledutchclub@pellaschools.org](mailto:littledutchclub@pellaschools.org)

Little Dutch Club will grant each family enrolled in wrap-around care a 'vacation week' to be used once per year if they choose to do so. Families need to give a two-week notice to use this vacation week. Outside of this designated vacation week, families will be charged for services regardless of whether they attend or not.

### Arrival and Departure

At Little Dutch Club, we ask that all children are brought into the building and dropped off and signed in on Playground, our software program. If children are part of after school care, we will sign them in when they arrive after school. Each day staff members will greet students as they arrive. We believe that being greeted with a warm and welcoming smile is important to help the child start their time at Little Dutch Club on the right foot.

When children are picked up at the end of the day, we ask that parents come in to collect their child(ren) and sign them out on Playground. This is a great time to connect with staff members to ask about their child's time at Little Dutch Club. We value a strong partnership and care about the relationship between families and staff.

Announcements will be shared via email; there will also be a board of announcements at the entrance for parents to take note of.

### Transportation (441 IAC 109.4(2)) (441 IAC 109.10(12))

If Little Dutch Club participates in any field trips, a school bus or school vehicle will be used and will follow the same requirements that Pella Community School follows. Notification and a signed permission slip will occur before a field trip/transportation of a student.

Little Dutch Club also will follow the regulation outlined below:

- Any child care center-sponsored program activity involving five or more children conducted away from the licensed facility shall provide a minimum of one additional staff over the required staff ratio for the protection of children.

Students who attend Lincoln Elementary or Jefferson Intermediate can ride the bus from their school to Madison Elementary for childcare. They will need to notify our [Director of Transportation](#) to arrange this. When they get off the bus after school, a childcare worker will be greeting them at the entrance of the school.

### Change of Schedule

To notify Little Dutch Club of any changes to your regular childcare schedule, you can notify them in person or email [littledutchclub@pellaschools.org](mailto:littledutchclub@pellaschools.org)

### Daily Activities (441 IAC 109.12(1))

A consistent daily schedule is planned to offer consistency and a balance of learning activities. There will be a mix of structured activities and open-ended play. Research has shown that play helps develop self-control, language, reasoning, and social skills. Childcare workers will be present and provide guidance and scaffolding as needed during this time to help children be successful.

Depending on when your child attends Little Dutch Club, they may have the opportunity for the following types of activities every day:

- Large Group Activities
- Small Group Activities
- Read Aloud
- Outdoor/Gym Activities
- Snack
- Learning Clubs
- Academic Enrichment (homework, free-reading, content practice)
- Social Skills/Character lessons and activities

### Curriculum (441 IAC 109.4(2)) (441 IAC 109.12(1))

Little Dutch Club strives to provide an environment that supports the whole child by focusing on social, emotional, physical and mental development.

The program will follow a written program structure. Each day will consist of large and small group activities, academic practice, large motor movement through outside or gym play, and social skills time. The time will vary between structured activities and free-play. Each day's plan will be well-thought out and intentional to help make this time engaging and meaningful for the children.

### Snacks/Food and Nutrition (441 IAC 109.4(2)) (441 IAC 109.15(1))

Little Dutch Club will provide all children with a snack everyday after school. Additionally, Little Dutch Club will provide snacks and breakfast/lunch during no-school days. With the potential for food allergies, it becomes very difficult for families to send snacks or lunch from home that could pose a health risk for another child. Therefore, we strongly encourage all children at Little Dutch Club to eat the snacks and meals provided by Little Dutch Club. If you wish to bring snacks and/or meals from home, we ask that they are healthy and well-balanced. Children are allowed to bring in birthday snacks; please follow the guidance in that section of the handbook. Menus will be available to families each week. Children enrolled in child care will have a record of the meals and snacks they ate that will be recorded in Playground, our software program.

Little Dutch Club participates in the Child and Adult Community Food Program (CACFP). Using CACFP guidance and provider education, balanced meals and snacks for your child will be provided. All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines. Clean, sanitary drinking water and white milk is made available to children throughout the day. Staff discards any foods with expired dates. Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Foods requiring refrigeration will be kept cold until served.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide Little Dutch Club with a [Diet Modification Request Form](#) prepared in consultation with family members and specialists involved in the child's care. This needs to be completed before the child starts care. Children with food allergies will be protected from contact with the problem food. High risk foods, often involved in choking incidents, will not be served.

Snacks and meals need to be no more than every two hours and no less than every three hours. They will be served at the following times at Little Dutch Club.

#### School Days

- No breakfast at Little Dutch Club (breakfast is available at each school when students arrive)
- After school snack: 3:45-4:15

#### No-School Days

- 6:45-7:15 Breakfast
- 9:15 Morning Snack
- 11:15-11:45 Lunch
- 2:30-2:45 Afternoon Snack
- 4:45-5:00 Late Afternoon Snack (fruit or veggie)

#### Birthday Treats

If you would like to bring birthday treats for your children, please inform the On-Site Supervisor ahead of time to be sure no students have severe food allergies. Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. Our building is peanut/tree nut aware schools. The following treats are encouraged:

- Fruit (bananas, apples, clementines, grapes)
- Dried fruit (raisins, dried apples, dried apricots, dried cranberries)
- Applesauce pouches
- Vegetables, such as carrots, with hummus or ranch
- Fruit leather or dehydrated fruit
- Drinkable yogurt
- String cheese or Babybel cheese
- Mini bagels with cream cheese or nut/seed butter
- Granola bars and snack bars (Larabars, Kind bars, granola bars made with rolled oats, Nature's Bakery Fig Bars)
- Whole wheat/whole grain crackers (Triscuits, Wheat Thins, cheese crackers)
- Veggie Straws

*If there are children enrolled with a significant food allergy, there may be different restrictions for snacks. You will be advised of this at the start of the school year.*

#### Outside Play and Learning (441 IAC 109.12(1))

We have daily opportunities for outdoor play after school as the weather permits and provided the weather air quality and environmental safety conditions do not pose a threat. This allows children the opportunity to develop their large muscle skills, get exercise, and be active. If the "feels like" temperature is 15 degrees F or below, we do not go outside. Instead, we will use the gym.

In order to make sure that your child can play comfortably outside it is important to dress her/him according to the weather. When it is cold outside s/he needs a warm coat, mittens or gloves, a hat, snow pants and boots (labeled with your child's name). For the warmer days, dressing your child lightly is just as important. For those in-between days dressing your child in layers is a practical idea. A statement from the doctor will be needed if you want your child to stay indoors for more than two consecutive days.

### Discipline Philosophy (441 IAC 109.4(2)) (441 IAC 109.12(2))

Little Dutch Club follows the Pella CSD K-6 Behavior Beliefs.

1. We believe in building supportive and empowering relationships.
2. We believe that when relationships are broken, purposeful steps are taken to restore them.
3. We believe all students can develop social, emotional, and behavioral skills that will help them be successful.
4. We believe in clearly defined expectations with positive reinforcements and logical consequences.
5. We believe that behaviors need to be consistently taught, modeled, practiced and reinforced.
6. We believe our adults should consistently model appropriate practices through their actions and their use of common and positive language.
7. We believe our school community can respectfully work together to create a safe, joyful, and inclusive environment where all members feel they belong.
8. We believe that a collaborative partnership between the school and a student's family promotes positive growth for learners.
9. We believe that how we honor the differences of our students - individually, culturally, and developmentally—drives our expectations, reactions, and attitudes about students.

Staff at Little Dutch Club use preventative strategies to build a positive, welcoming, and warm learning environment. This includes, but is not limited to, building strong positive relationships with each student, teaching clear expectations and routines, having high expectations, and providing an engaging learning environment. Positive reinforcement is used to encourage desired behaviors. Rules are taught and reinforced in all parts of the center to ensure students know the expectations and can be successful in all spaces. Finally, social emotional instruction will be a part of the program to help students learn important skills such as handling emotions appropriately, persisting when frustrated, playing cooperatively, and using language to communicate needs.

Although preventative measures are taken to reduce the likelihood of challenging behaviors, there are times when students have big feelings and become dysregulated. Caregivers will be with the child who is dysregulated to help them through these big feelings. They will encourage the child to use strategies taught throughout the year to help regulate.

Aggressive physical behavior toward staff or children is unacceptable. Caregivers will intervene immediately when a child becomes physically aggressive to protect all of the children. If a student is hurt, that child will be comforted, evaluated, and then parents will be notified. Additionally, staff will meet with the student who did the act of aggression and provide guidance and instruction on appropriate ways to solve problems or handle big emotions. This student's parents will also be notified.

If a child displays persistent, serious, and challenging behavior, the caregivers, parents, and the Director will

work as a team to develop and implement an individualized plan that supports the child’s inclusion and success. This plan will include instruction to help the child develop social, communication, or emotional regulation skills. This team will also consider appropriate modifications or support to help the child be successful in the classroom.

The program does not, and will not, employ any of the following disciplinary procedures:

- harsh or abusive tone of voice with the children nor make threats or derogatory remarks.
- physical punishment, including spanking, hitting, shaking, or grabbing.
- any punishment that would humiliate, frighten, or subject a child to neglect.
- withhold nor threaten to withhold food as a form of discipline.

If a child needs to be restrained for the safety of themselves or others, teachers will follow Iowa Chapter 103 rules and documentation will be used and shared with parents.

Student Discipline Policy, PK-3rd Grade (441 IAC 109.4(2)) (441 IAC 109.12(2))

Discipline is designed to promote behavior that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, secure the safety of all students, staff and the community, and to correct student behavior if a violation occurs (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 1).

Students will conduct themselves in a manner fitting their age, grade level, and maturity, and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and tailored to the age, grade level and maturity of the student.

Discipline and other responses to threats or incidents of violence by a student with a disability, including removal from a class, placement in a therapeutic classroom, suspensions, and expulsions, will comply with the provisions of applicable federal and state laws including, but not limited to, the IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 3).

Escalating Responses by Grade Band, Grades PK - 3

Level	Escalating Response
Level 1	<ul style="list-style-type: none"> <li>● Requires parent or guardian notification.</li> <li>● Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>● Responses may include any of the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ response(s);</li> <li>○ Detention; and/or</li> <li>○ Temporary removal from class.</li> <li>● Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>● Requires parent or guardian notification.</li> <li>● Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>● Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>● Responses to the incident may include the following: <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.</li> </ul> </li> </ul>
Level 3	<ul style="list-style-type: none"> <li>● Requires parent or guardian notification.</li> <li>● Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>● Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>● Responses to an incident may include the following: <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s).</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Out-of-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle;</li> <li>○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or</li> <li>○ Recommendation for expulsion.</li> </ul> </li> </ul>

### Clothing

Your child will be active at Little Dutch Club. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes to school. If your child wears boots to school in the winter, please be sure



he/she brings along some shoes as movement activities are difficult to do in boots. We can't guarantee that spills or stains will not occur while students are at Little Dutch Club. Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature. All families are asked to provide an extra set of clothing in their bag for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

### Objects From Home

Because the preschool program provides ample toys and learning materials for your child, we ask that you limit toys brought from home to days when your child has been asked to share. Please do not allow children to bring gum, candy, money, or toy guns to school. The program cannot be responsible for lost or broken toys brought from home.

### Animal Visits

If you, as a parent or legal guardian, want to bring your family pet to share with the program, you are welcome. However, all animals must remain outside the school buildings during the visit. The on-site supervisor and/or director ensures that the animal does not create an unsafe or unsanitary condition. The animal would appear to be in good health and have documentation from a veterinarian or an animal shelter to show that the animal is fully immunized (if the animal should be so protected) and suitable for contact with children. The on-site supervisor and/or director would ensure staff and children practice good hygiene and hand washing when coming into contact with the animal and after coming into contact with the animal. The on-site supervisor and/or director will supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Please be sure to contact the on-site supervisor and/or director staff before bringing an animal to the school.

Any children allergic to the pet will not be exposed to the animal. Reptiles are not allowed because of the risk for salmonella. The on-site supervisor and/or director is responsible for checking to see that requirements have been met.

## Communication

Two-way communication is extremely important; open and honest communication between families and the childcare program is an essential component of a high quality program. We will strive to keep families informed of events and news through newsletters and emails.

### Authorized Pick-Up (441 IAC 109.9(2))

We want to ensure all students are safe at Little Dutch Club. Part of this requires us to have documentation of authorized people who are allowed to pick up a child from Little Dutch Club. This authorization will need to include names, relationships to the child, and phone numbers. This can be updated at any time and should be reviewed and signed yearly.

### Open Door Policy and Classroom Visits (441 IAC 109.5)

We encourage all parents to be an active participant in their child's life at Little Dutch Club. All parents (unless parental contact is prohibited by court order) are invited to visit and observe their child at Little Dutch Club. Parents have unlimited access to their child and the provider caring for their child during center hours.

### Ethics and Confidentiality

Staff members follow an important code of ethics to guide their involvement with children and families. It is essential to protect the confidentiality of all information concerning children and their families. Maintaining a professional attitude includes being responsive to the needs of children and their families while balancing the need for confidentiality. Children are people who deserve respect. One way we demonstrate this respect is to refrain from talking about the children in their presence unless the child is part of the conversation and to refrain from labeling a child negatively or positively. No information about any particular child shall be shared with another child's parent. We continually strive to model such qualities as patience, tolerance, cooperation, acceptance, understanding of others, and enthusiasm for children as well as for other adults.

### Children's Records (441 IAC 109.3)

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the Early Childhood Director if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the high school administration office. Additional information regarding student record access can be found in [Board Policy 506.1](#).

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

Child care consultants must have unrestricted access to children's files in performing their duties. In addition, child immunization records will be accessible to public health officials without requiring parent consent. Our center may also need to cooperate with public health officials in the event of a communicable

disease investigation.

### Change of Contact Information

If you have moved or had your email or telephone number changed, please contact Little Dutch Club to get this information changed in Playground, our software program.

## Health and Safety

Little Dutch Club is committed to promoting wellness and a safe environment to children and adults who participate in our program. In order to provide a safe and secure environment for every child and adult, we follow guidelines required by the Quality Preschool Program Standards and Health and Human Services Care Centers and Preschools Licensing Standards and Procedures.

### Secure Environment (441 IAC 109.5) (441 IAC 109.10(16))

Little Dutch Club is located at Madison Elementary. This is a secure building where outside doors are locked the majority of the day. Families who are enrolled at Little Dutch Club will have a key fob that will allow them to enter the building during the hours that match their childcare plan. Additionally, following the minimum staff to child ratio, students will be closely monitored and always supervised. If volunteers or visitors are present at Little Dutch Club, staff will closely watch all children and ensure no child is alone with the volunteer or visitor, unless they are on the child's contact list. Plans are made, taught, and practiced for emergency situations to help everybody at Little Dutch Club stay as safe as possible, regardless of outside circumstances.

### Health and Immunization Records (441 IAC 109.10) (441 IAC 109.3)

Health forms will be provided to families to fill out to ensure all students are up-to-date with routine physicals and immunizations. Little Dutch Club follows the requirements for immunizations established by the Iowa Department of Public Health.

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

Child Health and Safety Records will include:

- Appropriate emergency medical and dental services that can be secured for the child while in care at Little Dutch Club.
- Current information about any health insurance coverage required for treatment in an emergency;
- Documentation of yearly physical, showing up-to-date immunizations; please provide an updated immunization record when new immunizations updated
- Current emergency contact information for each child, that is kept up to date by a specified method during the year;
- Names of individuals authorized by the family to have access to health information about the child;
- Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);
- Individual health care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support) and
- Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Teaching staff implement a

plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

Daily Contact (109.10(4))

When greeting children at the beginning of the day or session, staff members will have direct contact with children for early detection of apparent illness, communicable disease, or unusual condition or behavior that may adversely affect the child of the group of children in the classroom. If a staff member detects the child may be unwell, they will conduct a further health check on the child.

Procedures for Ill or Injured Children (441 IAC 109.10)

When a child is ill or injured, they will be examined further and assisted as needed. The parent or designated person on the child’s records shall be notified of the child’s status. We will follow the Illness Policy of Exclusion of Sick Children to determine if the child will need to be picked up. We will follow the child’s records for medical or dental services if needed in an emergency.

Illness Policy and Exclusion of Sick Children (441 IAC 109.10)

We always want to have your children at Little Dutch Club, but if they are sick they need to stay home. If your child is staying home for the day, please notify us prior to your registered time. If your child is not at our center and you have not notified us, we will attempt to call. Should we not be able to contact anyone, we will assume you have your child with you.

There are times when children should be kept home from school. Keep your child at home when they have:

- A fever at 100.0 degrees or higher
- Child must be fever-free for at least 24 hours without any fever-reducing medication.
- Vomited or had diarrhea in the last 24 hours
- A rash until the cause is known and for as long as it is contagious
- Questionable or undiagnosed “Pink eye” – until the doctor permits attendance
- Excessive coughing that is disruptive to the student and other students learning
- Students who are coughing or sneezing due to reasons other than potential COVID-19 infections (allergies, common cold etc.) may be asked to wear a mask or other PPE while on school property to minimize the spread of germs. Parents will be contacted prior to mask placement. If parents are unwilling to allow their child to wear a mask they may be asked to pick up their child.
- Other untreated illnesses including those from the following chart:

Communicable Disease	Main Symptoms	Exclusion Period
Chickenpox*	Tiredness, loss of appetite, headache, fever and itchy, fluid filled blisters called pox	5 days from onset of pox or until pox become crusted. If a student is unvaccinated exclusion may last up to 21 days.
Conjunctivitis (Pink Eye)	Tearing, itchy, painful or red eyes and puffy eyelids, purulent eye discharge.	Child may need to be excluded for until 24 hours after treatment has begun.
Coronavirus (COVID-19)	Fever or chills, cough, shortness of breath or difficulty breathing, fatigue,	When child is fever free for 24 hours without use of a fever reducing medication AND respiratory

	muscle or body aches, headache.	symptoms are mild and improving.
Fifth's Disease	Low - grade fever followed by Erythema (slapped cheek) appearance on cheeks	After diagnosis no exclusion from school if fever free for 24 hours without the use of medication
Hand, Foot, and Mouth	Sores in the mouth and a rash on the hands and feet, fever, sore throat	If excluded due to presence of other exclusion criteria (fever), resolution of exclusion criteria.
Head Lice	Lice and nits (eggs) in hair	No exclusion - treatment should be started prior to returning to school. Recommended treatment is <a href="http://wiki.idph.iowa.gov/Portals/3/userfiles/79/Information%20on%20Other%20Diseases/HeadLiceBrochure_Oct2016.pdf">http://wiki.idph.iowa.gov/Portals/3/userfiles/79/Information%20on%20Other%20Diseases/HeadLiceBrochure_Oct2016.pdf</a>
Hepatitis A	Abdominal pain, nausea, usually fevers, skin and eyes may or may not turn yellow.	14 days from onset of clinical disease and at least 7 days from onset of jaundice
Impetigo	Inflamed sores, with purulent drainage	Avoid contact with purulent drainage from lesions. Cover lesions while attending school. If lesions unable to be covered-exclusion until 24 hours after treatment started
Influenza*	Cough, fever, congestion, body aches, fatigue	24 hours from diagnosis of influenza and fever free for 24 hours without the use of medication
Measles*	Begins with fever, conjunctivitis, runny nose, cough and then blotchy red rash	4 days from onset of rash
Meningitis*	Headache, nausea, stiff neck, fever	Until physician permits return with note.
Molluscum Contagiosum	Skin disease similar to warts	No exclusion
MRSA	Bacteria that is resistant to some antibiotics	Wounds should be kept covered
Mumps*	Fever, swelling and tenderness of glands at angle of jaw	5 days after onset of swollen glands or until swelling disappears whichever is longer
Otitis Media (Ear Infection)	Ear infection usually caused by bacteria or viruses. Ear pain and fever are common symptoms	No exclusion unless other criteria met (fever)
Ringworm	Scaly patch, usually ring shaped	No exclusion from school if the area can be covered. If the area can not be covered, exclusion until 24 hours after treatment started

Rubella*	Red rash is typically the first sign, Enlarged glands in neck and behind ears	7 days from onset of rash or per physician. Encouraged to stay away from pregnant women.
Scabies	Tiny burrows in skin caused by mites	Until 24 hours after treatment
Scarlet Fever	Sudden onset, vomiting, sore throat, fever, later fine rash. Rash displays with first infection	24 hours after antibiotics have been started
Strep Throat	Sore throat, fever	24 hours after antibiotics have been started and fever free for 24 hours without the use of medication
Whooping Cough* (Pertussis)	Runny nose, low grade fever, cough, characteristic whoop after 2 weeks	5 days after start of antibiotic treatment or the student has coughed for 21 days if no antibiotic given

\*Immunization available

It is advisable that school authorities may require written permission from the health provider or attending physician before any student is readmitted to the center following any disease which requires exclusion, not mere absence, from the center.

Reporting Communicable Diseases (441 IAC 109.4(3)) (441 IAC 109.10(1))

Little Dutch Club will post a notice at the main entrance for families to be notified of any communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities and has, at least annually, made contact with those authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur.

Medication Policies and Procedures (441 IAC 109.10(3))

The school will administer medication to children with written approval of the parent as applicable to PCSD School Board Policy 507.02 and 507.02R1.

If your child needs to take medication at school, please contact the director. The following rules and procedures will apply to administer both prescription and over-the-counter medications

- All medications must be in original containers and labeled with the student’s first and last name, the date that it was filled or recommendation was obtained from the health care provider, name of medication, and instructions.
- Parents must deliver the medication to school as children are not to have medications in their possession at school.
- There is a medication authorization form parents must sign and have on file in the nurse’s office in order for us to give the medication at school. The record includes instructions from the licensed health provider who has prescribed or recommended the medication for that child.

- Staff will only administer medication if the child's record documents that the parent or legal guardian has given the program written permission.
- Any administrator or teaching staff who administers medication has
  - Specific training and
  - A written performance evaluation updated annually by a health professional on the practice of the six right practices of medication administration (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. (6) The person giving the medication signs documentation of items 1-5 above.
- All medications are kept in a locked container.

### Cleaning and Sanitation

The facility will be maintained in a clean and sanitary condition. Routine cleaning and sanitizing of all surfaces are conducted. When a spill occurs, the area will be made inaccessible to children and the area will be cleaned immediately.

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and disinfected after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys and surfaces will be disinfected using a non-toxic solution. To disinfect, the surfaces will be sprayed until glossy. The cleaning solution will be left on for at least 2 minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry. Machine washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. Toys that cannot be cleaned and sanitized will not be used.

Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials. Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure of the children. All cleaning products will be used as directed by the manufacturer's label. Non toxic substances will be used whenever possible.

### Hand Washing Practices (441 IAC 109.10)

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

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

Children and adults wash their hands:

- upon arrival for the day;
- after diapering or using the toilet;
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);



- before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- after playing in water that is shared by two or more people;
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and

Adults also wash their hands:

- before and after feeding a child;
- before and after administering medication;
- after assisting a child with toileting; and
- after handling garbage or cleaning.
- before/after administering non emergency first aid to a child

Proper hand washing procedures are followed by adults and children and include

- using liquid soap and running water;
- rubbing hands vigorously for at least 20 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand washing in any situation listed above. Staff must wear gloves when contamination with blood may occur. Staff do not use hand washing sinks for bathing children or removing smeared fecal material.

In situations where sinks are used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

### First Aid Kit (441 IAC 109.10(9))

A first aid kit is located in every room at Little Dutch Club. It is inaccessible to children, but readily available for adult use. It is fully equipped according to guidance from Healthy Child Care Iowa. Following each use of the First Aid kit, the contents will be inspected and missing or used items replaced immediately. The First Aid kit will be inspected monthly. The first aid kit is taken to the outdoor play areas as well as on field trips and outings away from the site.

### Fire Safety

A fire extinguisher is installed in the classrooms with a tag indicating its annual service date. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted monthly and recorded on a log.

### Emergency Drills (441 IAC 109.10(15))

Little Dutch Club has plans for and practices fire, tornado and lockdown drills at regular intervals throughout the school year. We practice tornado and fire drills each month and two lockdown drills per year. The

teacher will discuss with students the procedures they are to follow. Please contact the director with any questions relating to the safety of your child.

During each drill, staff will practice as if it is the real thing. They will follow the diagram of escape routes, unless there is an indication that that route is not safe any longer. Additionally, staff will take head counts often, and bring their emergency bags along that contain class lists with contact information and first aid kits. If students are enrolled in the center that require 1:1 help, a plan will be in place to make sure they are safely escorted in emergency situations and drills.

Drills will happen at different times of the day so classes can practice what to do whether they are in their classroom or not. This will give all students and staff practice at what to do when they are outside, in the multipurpose room, or in the corridors between classes.

A binder including all emergency plans are in the office; parents can request to review these plans with the Director.

### Emergency Situations (441 IAC 109.10(15))

In the event that an emergency situation occurs, we will follow the plans that we have practiced in drills. Depending on the specific emergency situation, we may need to make adjustments to keep all staff and students safe.

Little Dutch Academy will be the first evacuation site we will walk to if it is safe to do so. Other evacuation sites are identified and will be used as necessary. Pella Schools will bus students to a safe location as needed. Communication will be sent to all families as soon as possible so they know of the location and details around reunification with their child.

### Medical Emergencies and Notification of Accidents or Incidents (441 IAC 109.10(10))

In the event that your child receives a minor, non-life threatening injury during their time at our center, our staff will assess the situation and apply first aid as needed. Minor cuts and scrapes will be treated with soap and water and bumps will be treated by applying ice to the injured area. Any incident or injuries will be documented and parents will be notified within 24 hours of the incident.

All staff will have immediate access to another adult or a device that allows them to summon help in an emergency. Emergency contact information for each child and staff member will be kept readily available. The list of emergency telephone numbers and copies of emergency contact information and authorization for emergency transport will be taken along anytime children leave the facility in the care of facility staff.

Please contact the school office if there are any changes to your contact information.

### Inclement Weather

Due to inclement weather, Pella Schools are sometimes closed or have a late start or early dismissal. We will do our best to have Little Dutch Club open on snow days/inclement weather days as well as late starts/early dismissals. Our first priority will be to keep staff and students safe. If we feel it is not safe to open the center, we will notify all families enrolled in child care as soon as we make the decision. If the

center is open, we will have all families who wish to have care that day indicate their interest by a certain time to make sure that we have proper staffing.

### Protection from Hazards and Environmental Health (441 IAC 109.11(3))

Program staff protect children and adults from hazards, including electrical shock, burns, or scalding, slipping, tripping, or falling. Floor coverings are secured to keep staff and children from tripping.

Little Dutch Club has been tested for lead, radon, radiation, asbestos, fiberglass, and other hazards that could impact children's health with documentation on file. Custodial staff maintain the building's heating, cooling, and ventilation systems in compliance with national standards for facility use by children.

The program maintains facilities so they are free from harmful animals, insect pests, and poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children. The program uses the techniques known as Integrated Pest Management (IPM) so that the least hazardous means are used to control pests and unwanted vegetation.

### Smoke-Free Facility (441 IAC 109.10(11))

In compliance with the Iowa Smokefree Air Act of 2008, PCSD school buildings and grounds are smoke free. A "No Smoking" sign meeting the law's requirements is posted at the entrances to the building to inform people that they are entering a non-smoking place. No smoking is allowed on the school grounds or within sight of any children.

### Child Protection Policies (441 IAC 109.5)

The health and well being of every child in our care is of the utmost importance and the protection of children is our responsibility. All Little Dutch Club staff who work with children pass a state and national criminal history check. All volunteers who wish to be in the classroom will need to sign a statement indicating whether or not they have one of the following: 1) A conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state, 2) A communicable disease or other health concern that could pose a threat to the health, safety, or well-being of the children. Volunteers who are counted in ratio or would have access to children with no other staff present would need to complete the state and national record checks.

The program has a written school board policy for reporting child abuse and neglect as well as procedures in place that comply with applicable federal, state, and local laws. The policy includes requirements for staff to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the appropriate local agencies. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious. All Little Dutch Club staff complete "Mandatory Reporter: Child and Dependent Adult Abuse" at least every three years and within three months of employment.

The school district does not tolerate employees physically, or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, legal guardians, teacher, principal, or another employee. The Iowa Department of Education has established a

two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations.

### Substance Abuse

Persons under the influence of drugs or alcohol will not be permitted on the premises of the Pella Community School District. At no time will children be released to a person under the influence of alcohol or drugs.

### Volunteers

Parents, grandparents, and other adults are encouraged to take an active part in the educational process of the children. Please contact the teacher if you would like to be a school volunteer. Volunteers will be monitored by teaching staff to ensure the safety of all children. All volunteers who wish to be in the classroom will need to sign a statement indicating whether or not they have one of the following: 1) A conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state, 2) A communicable disease or other health concern that could pose a threat to the health, safety, or well-being of the children. Volunteers who are counted in ratio or would have access to children with no other staff present would need to complete the state and national record checks.

### Pictures

Pictures of students are taken throughout the day to update families on what is happening at Little Dutch Club. These pictures are primarily shared on Playground, our software program for communication with parents. Occasionally, we will use pictures in promotional materials and/or Pella Schools social media accounts. Names will never be included in pictures or captions. If you do not wish to have your child in pictures, please notify the Little Dutch Club ([littledutchclub@pellaschools.org](mailto:littledutchclub@pellaschools.org)) or the Early Childhood Director ([sarah.kuennen@pellaschools.org](mailto:sarah.kuennen@pellaschools.org)).

# Staff

## General Information

Pella School District takes every effort to ensure quality staff in every building. It is important to have people on staff that believe in the Pella Community School's Mission and Vision and love children. Any necessary training is provided as soon as possible and further professional development is offered on an ongoing basis to help all teaching staff be as effective as possible.

Hiring procedures include completion of the following checks: criminal-record check, free from history of substantiated child abuse or neglect check, education credentials, verification of age, completion of high school or GED, personal references and a current health assessment.

## Who Works at Little Dutch Club?

Early Childhood Director/Little Dutch Club Director

- Little Dutch Club Director is the Program Administrator supervising the preschool and childcare program. The Director has an endorsement in PK-12 Principal and PK-12 Supervisor of Special Education. Additionally, the Director is qualified under the HHS Requirements.

Little Dutch Academy Admin Assistant:

- The Admin Assistant at Little Dutch Academy will be available for Little Dutch Club families as well! She will answer the phone if you call; you are also welcome to stop over during school hours if you have questions that you need answered in person.

On-Site Supervisor/Lead Caregiver

- Our On-Site Supervisor will also be our Lead Caregiver in the afternoon and during non-school days. She will manage the day to day activities and events. She would be happy to assist families if they have any questions or concerns.

Caregivers

- The Caregivers will assist the Lead Caregiver in carrying out activities. They have completed training required by HHS as well as participate in on-going professional development and coaching from the Early Childhood Director.

Food Service Workers

- There will be two food service workers at Little Dutch Academy who will also supply the food for Little Dutch Club. They will follow CACFP regulations and ensure proper handling of food throughout the day.

## Staff Training (441 IAC 109.7)

All staff at Little Dutch Club will be provided training upon hire and reviewed/renewed annually or before the certificate is expired.

Staff are trained in following areas:

- Emergency procedures and situations

- Mandatory child abuse reporting; renewed every three years
- Infectious Disease control: renewed every year through district training
- Pediatric and Adult First Aid and CPR certification classes are offered annually at Pella Schools for employees. All staff at Little Dutch Club who will be in ratio with children will be certified in Pediatric and Adult First Aid and CPR.
- CPI: Crisis Prevention Institute which provides behavior training to create a safe and respectful school environment. It equips staff to safely defuse anxious, hostile, or violent behavior. Most staff members are trained in CPI and certification is renewed yearly.
- Behavior prevention strategies: this is provided within our center upon hire and coached around as needed.
- Engagement strategies: this is provided within our center upon hire and coached around as needed.
- Center policies and HHS licensing regulations: this is provided upon hire and reviewed annually.

Little Dutch Club is closed one week each summer to provide training and professional development to all employees.

## District Policies and Annual Notices

In addition to the policies stated above, below are some additional District Policies. All School Board Policies can be found on our [website](#), and are updated as they are reviewed and approved by the School Board.

### Multicultural, Non-Sexism

#### [School Board Policy 102.1](#)

*Last Approved: 7/15/19*

Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Federal Rehabilitation Act of 1973, the Rules, Regulations, and Standards of the Iowa Department of Public Instruction require school districts to develop a policy of non-discrimination; and, therefore, the following statement is developed and approved.

It is the policy of the Pella Community School District that the curriculum content and instructional materials reflect the cultural and racial diversity found in the world. The goal of the teaching strategy is to eliminate stereotyping bias on the basis of, and including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

It is the intent to not only inform and educate students on the diversity of cultures in a non-sexist curriculum, but to generate respect for the individual without bias.

### Discrimination Policy Statement

#### [School Board Policy 502.10](#)

*Last Approved: 2/22/21*

In accordance with Title IX of the Education Amendments Act of 1972, the Pella Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title Coordinator, *Linda Russell, Director of Human Resources/Title IX Coordinator; Pella Community School District; 212 E. University St., Pella, IA 50219; Ph: 641-628-1111; Email: [linda.russell@pellaschools.org](mailto:linda.russell@pellaschools.org).*

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

### Grievance Procedure

[School Board Policy 102.R1](#)

*Last Approved 7/15/19*

### Child Abuse Reporting

[School Board Policy 402.2](#)

*Last Approved: 11/23/20*

### Abuse of Students by District Employees

[School Board Policy 402.3](#)

*Last Approved: 11/23/20*

### Anti-Bullying/Anti-Harassment Policy

[School Board Policy 104](#)

*Last Approved: 7/15/19*

### Weapons Policy

[School Board Policy 502.6](#)

*Last Approved: 2/22/21*

### Annual Notice: Bus Riders Regarding Use of Video Cameras

[School Board Policy 711.2](#)

*Last Approved: 4/9/18*

The Pella Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

### Annual Notice: Homeless Children and Youth

[School Board Policy 501.16](#)



*Last Approved: 2/22/21*

The board will make reasonable efforts to identify homeless children and youth within the district. The Board designates administration to encourage homeless student enrollment. This would include eliminating any policies or practices that exist in the district that create barriers to education. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the associate high school principal.

Any concern that is not addressed within the handbook can be clarified by the Early Childhood Director or through School Board Policy.