

Midland Community School District



Preschool Wrap Care

Parent - Student Handbook

School Board Approved 7/25/2024

CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Midland 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 in its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the Superintendent.

We appreciate your giving us the opportunity to care for your child(ren) and taking the time to read through this handbook carefully. If you have any questions, please let us know. **Please sign the last page of the handbook and return it to the Director.** This lets us know you have read the information carefully and agree to the contents of the handbook. * **Policies and conditions may be changed due to CDC, IDPH and DHS guidelines.**

Mission Statement:

The mission of Midland Wrap Care is to provide quality school-age childcare for children and their families through beneficial and stimulating programming.

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Access Policy:

Midland Elementary is responsible for preventing harm by ensuring the safety of children while they are under our care. Midland staff will be proactive and diligent in supervising not only the children, but also other people present at the facility.

1. Our facility does not allow any person who is not a staff member, substitute, or volunteer who has had a record check and approval to be involved with child care to have “unrestricted access” to children for whom that person is not the parent, guardian, or custodian. (*Unrestricted access means that a person has contact with a child alone or is directly responsible for childcare.*)
2. Staff members will limit, to the best of their knowledge and ability, the people allowed on the property when children are present. It will be limited to authorized persons who include Midland School District employees, and parents of the children enrolled in our program. Any other person on the property will be closely supervised and monitored by one or more of our staff depending upon the reason the person is on the property. “Supervision” will require one or more staff members to remain with the person at all times and “monitoring” will entail watching what the person is doing and controlling their access to the area where the children are present. The Director or onsite supervisor will be responsible for supervising and monitoring unless another staff member is requested by the director to fulfill this responsibility. If there is a conflict of interest, the Director, onsite supervisor or authorized staff member will fulfill this responsibility.
3. Any persons who are listed on the sex offender registry shall only have access with written permission from the school principal relating to their own minor child coming to and leaving the facility. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 - The precise location in the facility where the sex offender may be present.
 - The reason for the sex offender’s presence at the facility.
 - The duration of the sex offender’s presence.
 - Description of how staff will supervise the sex offender to ensure that the sex offender is not left alone with a child. The written permission shall be signed and dated by the school principal and sex offender and kept on file for review by the center-licensing consultant.

Confidentiality

Staff members must use discretion in their conversations with parents and other staff. Personal matters about parents, children, or staff remain with those people and should never be discussed with other staff members, parents, or around children. Any breach of confidentiality will result in disciplinary action.

Hours of Operation:

Full School days: 7:35 am-3:15 pm

Early Dismissal days: 7:35 am-1:15 pm

Midland Wrap Care follows the same calendar and schedule as Midland K-12 students. Even though there are no preschool classes on early dismissal days, wrap care is available for those students enrolled in Wrap Care.

Holidays:

Midland Wrap Care will follow the Midland Community School district's calendar for all major holidays.

Weather Cancellations: During times of bad weather, we will delay our opening until the time stated by the Midland Community School District. If the school is released early due to bad weather, we will also release at the same time as MCSD.

Rates:

School Year:

- \$325.00 per month for 4-year-olds.
- Children that are 5 as of Sept 15, 2024, and would qualify for kindergarten will have no rates charged. They are enrolled as 1.0 funded child as defined by the IOWA DOE.

Payments:

Please pay childcare fees by the first Friday of every month. Cash or check payable to Midland Schools. If the account is not paid in full, payment must be made by the following Thursday or the child will be dismissed from the program until payment is made.

Payment is required, even if students are not in attendance.

Payment	Due Date	Grace period to make payment	Child's last day if payment is not received by 8 AM.
\$325	September 6, 2024	1 week	September 12, 2024
\$325	October 4, 2024	1 week	October 10, 2024
\$325	November 1, 2024	1 week	November 7, 2024
\$325	December 6, 2024	1 week	December 12, 2024
\$325	January 3, 2025	1 week	January 9, 2025
\$325	February 7, 2025	1 week	February 13, 2025
\$325	March 7, 2025	1 week	March 13, 2025
\$325	April 4, 2025	1 week	April 10, 2025
\$325	May 2, 2025	1 week	May 8, 2025

DHS Child Care Assistance

Child Care Assistance is available for families that qualify. You may check to see if you qualify online at <https://ccmis.dhs.state.ia.us/clientportal/> Application can also be submitted online or you can contact the Wrap Care Director for an application.

DHS Child Care Assistance Payment

Child Care Assistance is based on household income. You may or may not have to pay a portion of the payment. CCA attendance and payment is **bi-weekly**. At the end of the bi-week, payment is due, you will receive an invoice with your balance due. **If your account becomes 2 weeks past due, your child will be dismissed from the program until full payment is made.** *If CCA pays all of Wrap Care Payment you will not receive an invoice.*

Enrollment

Midland Wrap Care is available to any children ages 4-6 that are enrolled in preschool. In addition to online registration for Preschool, there are additional forms to be completed for Wrap Care.

Wrap Care files MUST include the following completed forms:

- Emergency contact form: Authorization for emergency medical/dental procedures, parent information, and emergency contacts.
- Physical
- Release information: Travel, picture, and records.
- Pick-up permission form.
- Medication Authorization form.

Arrival and Departure: Due to construction at Midland Elementary, please be aware families will be informed of the 2024-2025 dismissal routine at the Home Visit and through Parent Square. This is necessary to ensure safety and that the staff is aware of the arrival and departure of each child. If the child is dropped off late or picked up early, a phone call to the Elementary Office is necessary, along with a Parent Square message or written note to the Wrap Care Director.

Center-Based Programming:

Center-Based Programming	Activities
Guided Art Projects	Coloring with markers, crayons, and colored pencils
Create your own Art	Puzzle art, stencil art, stampers, paint, cutting, gluing and more
Sensory activities	Sand, play dough, clay, corn table
Games	Trouble, Guess Who, Checkers, and more
Block Activities	Blocks, magnetics, people figures, Legos and more
Floor Activities	Grocery store, marble maze, farm animals, cars, kitchen set and more
Quiet Activities	Reading, math tubs, reading center, fine motor activities
Large Motor Activities	Outdoor play and gymnasium for running, climbing, swinging, balancing, etc.
Movement & Music	Hula hoop play, freestyle dancing, Go Noodle, rhythms, musical beats and more
Language	Adult read-alouds, finger plays, nursery rhymes, vocabulary rich conversations and more
Math	Number sense activities, matching, patterns and more

Positive Guidance Techniques and Discipline:

Positive guidance techniques are used so that a child can develop trusting and available relationships. Using these techniques takes more energy because it requires the social environment to be trustworthy, to develop social skills by demonstrating, explaining and modeling, to understand cultural differences, to have routines, and to have a physical space that is comforting.

The techniques we use when teaching social skills and to develop healthy relationships include:

- **Distraction/redirection**
- **Humor**
- **Positive Reinforcement**
 - State specifically what the child is doing well. “You are sharing with your friend.” “I’m glad to see you taking turns.” “It’s very respectful when you use your manners and say thank you.”
- **Ignoring**
- **Active Listening**
 - When you can sense a strong emotion, ask the child how the situation made him feel and LISTEN!! If the child has a strong emotion toward another child, take him to the other child and say, “John has something to tell you and he wants you to listen.” Then ask, “Do you want to say anything to John?”Good job boys, next time I bet you can do this by yourself.”
- **Consistency/Routines**
 - Consistent schedules and programming help children. This helps them know what to expect and helps them feel safe and secure. For children who have difficulty with transitions, additional preparations and patience are required to help them cope. ○ Provide timelines before transitions, “We will be cleaning up in 5 minutes.”
- **Choices**
 - Choice does not mean allowing a child to choose not to follow a direction. Offering choice gives the child some control over the situation. Offer only choices you intend to honor such as: Would you like to play this game or do this craft? Would you like to go to this center or play with this game? Which part of this group activity do you want to clean up?
- **Set Limits/Expectations**
 - This parallels consistency and routines. We use similar common expectations that are used for the school. This works well since children tend to know these expectations for the spaces we use within the school.
- **Natural/Logical Consequences**
 - Natural consequences happen without adult intervention. “If you don’t come to snack now, all the apples will be gone and you won’t get any.” Logical consequences require adult intervention. “If you choose to throw sand again, you will need to stay out of the sand for the rest of the day.”

If behavior becomes disruptive or extreme and one of the above techniques doesn't work, the staff member will first speak with the child about the behavior. If the behavior continues, a cooling off period will be issued. The child will be neutrally prompted to go to a designated area within the staff site to take a break. After a few minutes or when the child appears calm, the staff member will discuss the situation with the child and help them re-enter an area. The child will be closely monitored to ensure everyone is safe. A behavior report will be written if the behavior is deemed extreme, violent, or has continued after the staff has made multiple attempts to correct.

In rare occasions, the above techniques are not successful. One determining factor of a lack of success is if a child has 3 behavior reports in a 3-month period or less. In these rare situations, the Director will be in close contact with parents. The Director and parent will meet to create a behavior plan to help the child be successful. If necessary, the Director will also include the school staff in the creation of the behavior plan.

Discharge: We reserve the right to terminate enrollment if we feel the presence of a child is a detriment to our environment or if policies are breached. This could include, but is not limited to:

1. The inability of a child to follow our programming rules.
2. The child is a threat to other children, self, or staff.
3. Three written major behavior reports in a 3-month period or less.
4. Failure to provide updated information on PowerSchool Portal as needed to maintain the current file.
5. Failure to pay childcare fees when services are rendered.

Biting Policy:

Even in the best child care facilities, an occasional outbreak of biting can occur with older children. This is an unintended consequence of grouping young children together. When it happens, it can be scary and very frustrating for children, parents, and teachers. Understanding the reason for biting is the first step to changing a child's behavior. Childcare group situations can be difficult: dealing with others constantly around, sharing attention and toys, and too much or too little stimulation can be difficult for children. Biting is not something to blame on children, their parents or their teachers. When a biting situation occurs, a high-quality childcare program immediately takes action, not to blame the biter, but to change the environment and help children change their behavior.

It is important that the caregivers remain calm and in control of their emotions when biting occurs. Staff should not show anger or frustration toward the child. The caregiver should calmly respond to the child, letting them know that biting is not ok. In addition, the following steps will be taken:

1. A staff member will remove the child from the situation and focus caring attention on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten (hold an ice pack, comfort the child).

3. A staff member will talk to the child who bit and discuss different strategies that the child can use next time instead of biting.

Exploring reasons for biting and working closely with parents in this process is an important first step. We will remain in close contact with families and create a behavior plan if there are multiple instances of biting.

When a bite occurs, the safety steps outlined in this document will be followed. Below are some examples of how the MSE Staff will begin this assessment.

1. Staff will examine the context in which the biting is occurring and look for patterns. Staff will use the Center Action Plan for documentation and ask the following questions:

1. · Was the space too crowded
2. · Were there too few toys
3. · Was there too little or too much waiting
4. · Was the child who bit getting the attention and care he/she deserved at other times, other than when he/she was biting
 1. Staff will change the environment, routines or activities if necessary
 2. Staff will work with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using words, if they are capable of them.
 3. Staff will observe the child, to get an idea of why and when they are likely to bite.
 4. Staff will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
 5. Staff, parent, and administration will meet regularly to regulate an action plan and to measure the outcome of these changes.
 6. If biting continues Staff will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

First Aid in response to biting (both child and adult)

1. Wear gloves, clean wound with soap and water. Run water overwound for 5 minutes.
2. Apply ice or cool compress to help reduce the pain or swelling.
3. Bandage the wound as necessary.
4. Write a detailed incident report for both children involved with the incident.

First Aid if bite breaks the skin. (both child and adult)

1. Wear gloves, clean the wound with soap and water. Run water over the wound for 5 minutes.
2. Control the bleeding.
3. Cover the wound with sterile dressing and bandage.
4. Contact parents of BOTH children involved and encourage them to contact their healthcare provider to determine if they need to be seen.
5. Write a detailed incident report for both children involved with the incident.

*If a staff member is bitten we will use the Midland Community School District Exposure Control Plan.

When children bite, their parents are informed personally and privately the same day. All information is confidential and the names of the children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident form which is completed and signed by the teacher, parents and an administrator is notified. One copy is given to the parent and one copy is kept in a locked file cabinet in the office.

When biting occurs, here's what you can expect from us:

- We will put the child's safety first and provide first aid as well as comfort, support, and advice to any child who is bitten.
- We will provide appropriate programming for children to help prevent biting.
- We will make current information and resources on biting available to you.
- We will provide teachers with adequate knowledge and training to deal properly and effectively with biting.
- We will take your concerns seriously and treat them with understanding and respect.
- We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
- We will respond to your questions, concerns, and suggestions—even when our response to some suggestions is no.
- We will work to schedule conferences about biting with you at a time you can attend.
- We will keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We want the best for all the children in our program. If you want more information on biting or have questions or concerns, please let us know. We are here to help you and your child on their journey to independence!

Other Important Information:

Toys:

Normal wear and tear in childcare are expected. However, anything your child(ren) willfully destroys or damages, the parent will be responsible for paying to replace or repair the item.

Clothing:

Children are asked to wear tennis shoes (or closed toe shoes) and play clothes. Children are able to partake in many more activities if they are wearing sturdy shoes and comfortable clothes. Sandals/flip flops are not permitted on the playground for safety reasons. **Please send a complete set of extra clothes, appropriate for the season, in a plastic bag labeled with your child's name to be kept in the Wrap Care room.**

Field Trips and Transportation:

In order for your child to participate in field trips, a permission slip is required. Midland Community School District buses are used as a means of transportation. In order to accommodate staffing and transportation, parents must sign up for each field trip on the form provided at least one day in advance of the deadline date.

Nutrition & Food Program:

The students in wrap care can eat breakfast and lunch in the building. We follow the National School Breakfast and Lunch program. Please follow the school menu for food choices. Exceptions to the menu are made for allergies, medical conditions, religion, etc. Parents must notify us of exceptions in writing. Any food allergies must be reported through a note from a medical doctor. All menus are subject to change. Free/reduced lunch prices are available for those who qualify.

Food Brought from Home:

Midland Wrap Care does not restrict a parent from providing meals brought from home for school-aged children. We encourage meals brought from home to be nutritious. We are not able to use a microwave to warm up food. If sending something you want your child to eat warm, we suggest an insulated thermos. **Please send an ice pack with any meal that needs to be kept cold as lunch boxes remain in students' cubbies.**

Treats may be sent to celebrate birthdays/holidays/special occasions but must be communicated in advance to the Center Director and must be in pre-packaged containers with a list of ingredients. Home-made snacks are not allowed due to known and unknown allergies.

Items brought from home:

The program contains many games and activities for the children to use; therefore, we do not allow games/toys to be brought from home. If items are brought, we will ask that they remain in the schoolbag. Midland Elementary will not be held responsible for any lost, damaged, or stolen items.

Non-Center Activity:

If your child will be leaving during the time they are scheduled to be at Midland Elementary and picked up by another party in order to take part in the non-center activity, a written note, or communication through Parent Square must be sent to school (including the name of the adult picking up the child); followed by a phone call to the office. This releases the child from our care.

Health and Safety:

Admission and Exclusion from Care due to Illness:

A diagnosis of a disease can only be made by the child's health care provider. The parent, legal guardian, or another person the parent authorizes shall be notified immediately when a child has any sign or symptom that requires exclusion from the care program. The program shall ask the parents to consult with the child's health care provider and keep the provider informed of the advice received from the health care provider. We reserve the right to admit or exclude a child regardless of the health care provider's recommendations.

Communicable Diseases:

Parents will be notified of any communicable diseases to which the children have been exposed. A notice will be posted on the information board and communicated to parents through Parent Square.

Exclusion from Care:

Due to not having facilities to care for sick children, when your child has a fever over 100.4 degrees, has vomited or had diarrhea in the past 24 hours, your child is not allowed to attend Midland Elementary or preschool that day.

Illness while in Child Care:

If a child becomes ill while in childcare and it is determined that the child should be excluded, we will:

- Immediately contact the parent, legal guardian, or other person authorized by the parent
- Care for the child apart from other children
- Give appropriate attention and supervision until the parent picks the child up
- Give extra attention to hand washing and disinfecting surfaces
- Use Universal Precautions

Employees to observe Universal Precautions to prevent contact with blood or other potentially infectious materials (OPIM). Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials. Treat all blood and other potentially infectious materials with appropriate precautions such as:

- Use gloves, masks, and gowns if blood or OPIM exposure is anticipated.
- Use engineering and work practice controls to limit exposure.

Medication:

Whenever a child is to be given oral, surface or inhaled medication; written authorization must be given by a parent on the medication form. **All medication requires authorization by the parent and prescription medication must be in the original containers with the child's name for whom the medication is intended.** The container must also have a label with the physician's directions, his/her name and the name of the pharmacy. In order to make this easier, you may request an extra-labeled container from the pharmacy at the time you buy the medication.

The staff that is administering medication must document and log the date and time the medicine was given, and sign the log. If the medication was not given the staff will log why (child left early, forgotten, etc.).

All medications must be kept in a closed container in a designated area of the center.

Our policy for fever-reducing medication (such as Tylenol or Ibuprofen) is as follows: you must bring in your own supply in the original container, you must have a form signed and we will call prior to giving it to your child for verbal verification.

Medical Emergencies

When an immediate response is required the following emergency procedures will be followed:

Accidents:

When an accident occurs that includes an injury, a written report will be completed. A staff member and parent will sign the report. The report will be kept in the child's file.

Dental Emergencies: Parents will be notified immediately if any of the following events occur: broken tooth, a knocked-out tooth, bitten lip or tongue, objects wedged between teeth, or possible fractured jaw.

Staff:

Our Staff is qualified early childhood professionals who have met strictly enforced state standards. Midland's staff has not only been selected for the experience that they have but also for the love they have for children in our care. In making sure your child has a wonderful time while at Midland. Staff members have also passed a thorough check of personal references, health examination, and a demanding state screening. All new staff goes through orientation and a tour of the facility.

Staff Ongoing Training:

Learning is a lifelong journey, for the children and for Adults. Staff continually furthers their education through training opportunities.

- Section 232.69 of Iowa Code requires that all staff is a mandatory reporter of child and adult abuse. All staff has completed Mandatory Child and Adult Abuse training.
- Essentials Training
- Bloodborne Pathogens
- CPR and First Aid
- ACES
- Suicide Prevention, Intervention and Postvention
- Iowa Schools Medication Administration
- Right to Know
- CPI De-Escalation

DHS Guidelines require an additional 8 hours of training for the Director

Child Care Emergency Preparedness and Response Plan:

Midland Elementary has an evacuation plan in place. We practice this plan as required by DHS. In the case of an emergency where evacuation is required, communication will be given to parents at the time of the emergency.

Midland Elementary thanks you for the opportunity to care for your child!

Please read the handbook carefully and discuss the contents with your child.

Please return this form to Midland Elementary. THANK YOU!

Child's Name: _____

I have read and understood the Midland Wrap Care Student-Parent Handbook as outlined. I agree to abide by all rules and regulations as stated. If questions should arise, I will speak with the Director.

If I receive CCA through DHS, I will sign and return the Attendance Disclaimer form within 3 days after receiving it from the Midland Wrap Care Director.

If I have a CCA copay or am paying tuition out of pocket, I understand the payment charts listed below:

Payment	Due Date	Grace period to make payment	Child's last day if payment is not received by 8 AM.
\$325	September 6, 2024	1 week	September 12, 2024
\$325	October 4, 2024	1 week	October 10, 2024
\$325	November 1, 2024	1 week	November 7, 2024
\$325	December 6, 2024	1 week	December 12, 2024
\$325	January 3, 2025	1 week	January 9, 2025
\$325	February 7, 2025	1 week	February 13, 2025
\$325	March 7, 2025	1 week	March 13, 2025
\$325	April 4, 2025	1 week	April 10, 2025
\$325	May 2, 2025	1 week	May 8, 2025

Parent Signature

Date

