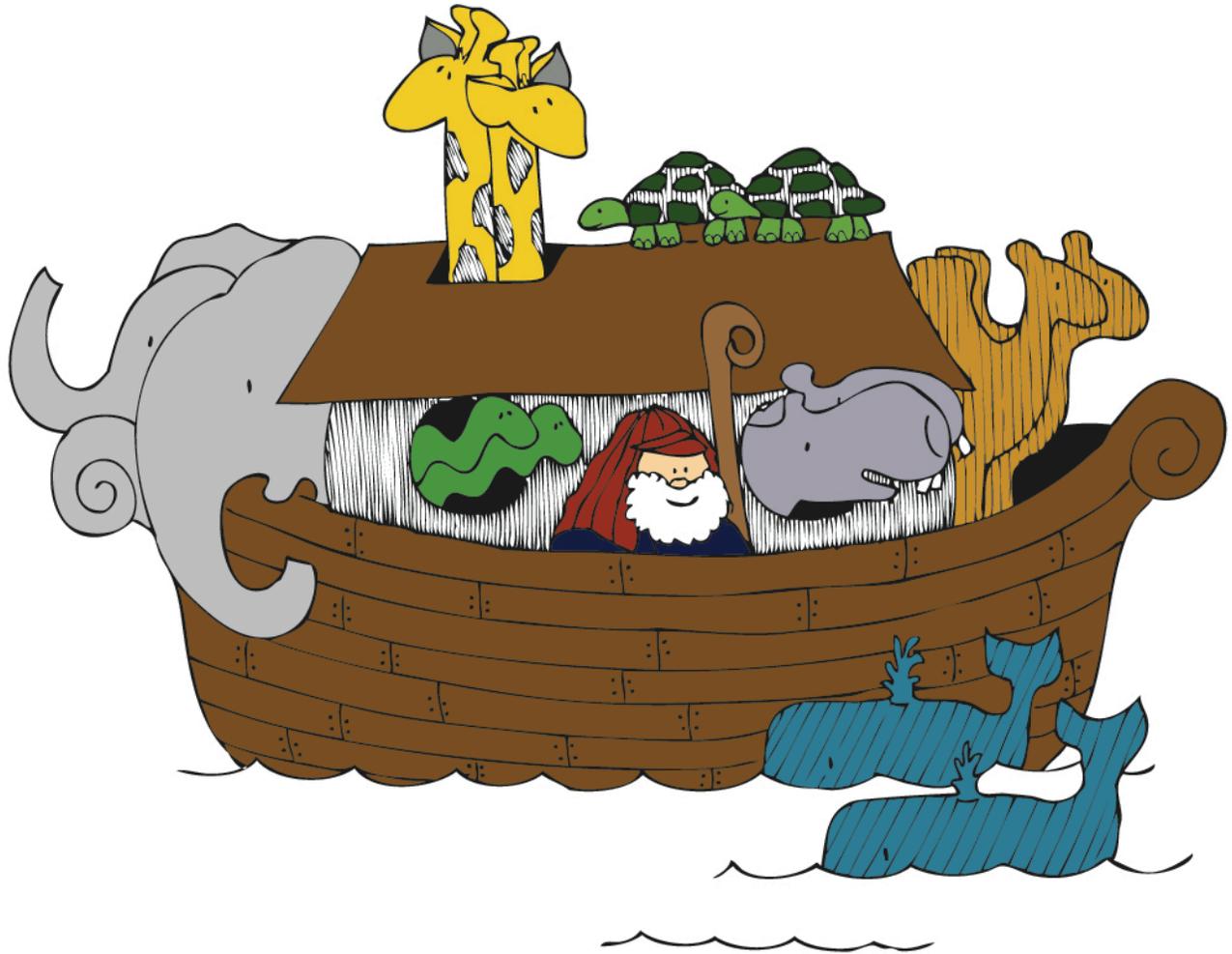


*Growth takes Love*



# Regina Early Childhood Center Handbook

**Regina Early Childhood Center**  
**2140 Rochester Ave., Iowa City, IA 52245**

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## ***DIRECTOR'S WELCOME***

Dear Parents,

Regina Early Childhood Center, established in 1989, is licensed by the Iowa Department of Human Services. Since our inception, we have worked to not only comply, but surpass any standards set by law, providing a consistently safe, enriching program for children.

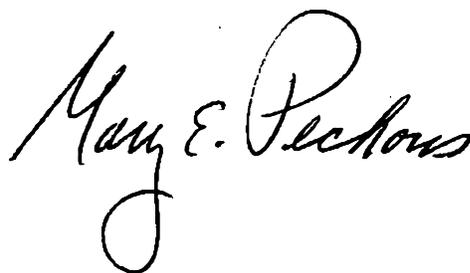
Preschool-aged children are creative and receptive. Here, at Regina Early Childhood Center, we strive to nurture and encourage these qualities in all children who attend. Our program reflects the belief that every activity in which your child invests time will teach him/her something in return, both in skills and values.

Our primary purpose is to continue your work as parents. The Christian education we offer includes the physical, social, emotional, intellectual, moral, and religious development of each child. Therefore our program provides a multitude of play and social opportunities, through which each child is guided toward their optimal developmental ability.

Our caring staff provides a safe, comfortable "home-away-from-home" where your child can be their own person, work at their own pace, and in their own style. Each child will be respected for being a special person with a special place in God's world.

We welcome you to visit our busy, sometimes noisy, creative classrooms to see the children at play. I look forward to working with you and sharing in the growth and development of your child.

Sincerely,

A handwritten signature in black ink that reads "Mary E. Pechous". The signature is written in a cursive style with a large, prominent initial "M".

Mary E Pechous, *Director*

# **REGINA EARLY CHILDHOOD CENTER: WHO WE ARE**

## **Philosophy & Objectives**

We at Regina Early Childhood Center feel that growth takes love. Learning through love promotes loving to learn. We provide a warm, nurturing environment where children are valued, respected and feel important in the world. Every person in the world possesses a unique individuality, not simply for mere existence, but to fulfill a distinct purpose. Each child, created by God, must be recognized and accepted as an individual with his/her unique qualities, needs, and pattern of growth.

Regina Early Childhood Center provides a positive learning environment enhancing the child's social, mental, physical, and Christian development. We seek to give children a readiness in social and academic skills by encouraging exploration of their world through creative art, literature, music, food preparation, self-awareness, and play. Further, our Pre-Kindergarten, Preschool, and Daycare seek to provide your child with a home parallel to the security and love of your family. Our caring and qualified staff works to aid your child in developing independence and self-control, while gaining new knowledge and friendships.

The Regina Education Center as a complete body, our Early Childhood Center included, seeks to make their unique contribution to a God-centered education in the development of Roman Catholic tradition in a changing society.

*Guided by our philosophy, our objective is to aid each child in their unique development, focusing on these goals:*

- 1) Fostering a love of learning lasting throughout the child's academic career
- 2) Developing self-worth and positive feelings about themselves
- 3) Imparting an understanding of the feelings and rights of others
- 4) Growing their appreciation of God's love for them
- 5) Providing a safe, stimulating environment where children can learn through a variety of caregiver and child initiated activities

## **Curriculum**

Regina Early Childhood Center seeks to provide a diverse and exciting learning experience through a variety of means and methods including: songs, literature, creative art experiences, sharing and conversation time, science and nature activities in our *Nature Explore Classroom* and garden, food preparation, Spanish language enrichment activities, field trips throughout the community, celebration of birthdays, holidays & family, and most importantly, play. The four-year-old classes will also work on kindergarten readiness skills, with a more focused program of instruction within our Pre-Kindergarten. All of these experiences and activities seek to back our primary skill objectives in these specific areas:

***Fine Motor:*** Using a variety of manipulatives, art mediums, and games

***Art:*** Cutting, pasting, painting, and coloring which develop fine motor skills as well as allowing free expression of creativity.

***Music:*** Through singing, dancing, and instruments the child is exposed to new and familiar music, allowing further free expression.

***Literature:*** A wide, rotating selection of books in the quiet reading corner for free choice and regular story time help build a lifetime love for reading.

***Nature:*** Outdoor gardening and nature activities in our *Nature Explore Classroom* focus on an enjoyment and respect for nature and the outdoors.

***Language Enrichment:*** Lessons and songs introducing both Spanish and sign language skills, familiarize children with different types of communication.

**Dramatic Play:** Materials offered to help build and extend social skills encourage imaginative interaction through dramatic play.

**Large Motor Skills:** A safe outdoor playground with an inviting arrangement of equipment encourages active large-muscle exploration.

**Readiness:** Introduction to numbers, letter recognition, shapes, and colors. Weekly themes provide exposure to in-depth information on unique topics.

### **Pre-Kindergarten/Preschool Daily Routine**

Children learn through routine. A general schedule of your child's routine at Regina Preschool is as follows:

- Wash hands and sign in.
- Free choice play until all children have arrived
- Circle time, including:
  - Prayer, songs, assignment of daily helpers, calendar, flag, weather
- Religion: On Thursdays and Fridays your child will hear Bible stories and be taught from our curriculum *Sharing and Discovering God's World*
- Snack: Brought by parents, scheduled on monthly calendar  
(see *Snacks & Nutrition*)
- Story Time
- Art, Hands on Science, Centers, and Enrichment Activities: the class is split and will switch between art projects, science/math centers, game centers, and/or other creative center activities. On alternating days the children will encounter music and movement, Spanish language enrichment, and our *Nature Explore Classroom*
- Outdoor playtime (weather and time permitting)

### **Daycare Routine**

7:30: Daycare opens. Daycare children report to the Bunny Room if they arrive before 8:00. Children wash their hands and sign in.

8:00: Children go to their appropriate Pre-K or preschool room.

11:45: After preschool, all daycare children wash hands, pray, and get ready for lunch.

12:00: Lunch in the Flex Room off Main Cafeteria

12:30: Daycare children who nap will go to the bathroom, wash hands, and prepare for nap in the Bunny Room. Older children/pm preschoolers prepare for a short rest in Bear Room.

12:45: PM PreK begins.

1:00: Naptime in Bunny Room, or short rest followed by free choice in Bear Room

2:45 Wake from nap, put things away in own cupboard, story, wash hands and pray.

3:00 Afternoon snack time, provided by the center.

3:30 Outdoor play or indoor activities including art, games, songs, books & puzzles.

5:30 Regina Daycare closes

### **Facilities**

Located within the Regina Education Center, Regina Early Childhood Center is blessed with a wealth of different areas for play and learning: Three dedicated preschool rooms Bunny, and our Pre-Kindergarten Rooms Bear and Buddy, a playground (with both sand area and large equipment area), a sectioned room off Regina's main cafeteria for daycare snack and lunch (Flex Room), access to the gymnasium for physical activity in cold weather, and finally our Nature Explore Classroom for outdoor exploration and gardening.

Our three preschool rooms are the Bunny/ Bear and Buddy Rooms. The Bunny Room has morning 3-year-old preschool sessions on Mon/Wed/Fri. and Tues/Thurs. This room is also used for daycare naps in the afternoon. The Bear Room has morning 4-year-old Pre-K

with a 3 day or -day option. The Buddy Room has a five-day morning Pre-K and a three-day Pre-K on Mon/Wed/Fri afternoon.

Another area consistently used, weather permitting, is our playground, providing two separate, varied areas for outdoor play: a large wood bridge & slide equipment area for gross motor activity and a large sandbox and playhouse area to engage in small motor, imagination, and building activities. When the weather turns cold or rainy, the daycare will use the elementary gymnasium for games and ball play.

Our newest addition to our curriculum and outdoor activity areas is our *Nature Explore Classroom* featuring a block building area, an under arbor quiet area, music and movement area, nature art area, messy materials area, lots of space for gardening, and much more. Each class will have a scheduled time to explore the space and plant in the garden. This natural space provides a safe area where children can explore the outdoors, nurturing a respect and wonderment for our environment.

## **Licensing**

Regina Early Childhood Center is fully licensed under the Iowa Department of Human Services. Our current certificate of licensure (copy, an original can be produced upon request) is clearly posted on the information board of each of the three preschool rooms. A copy of the Iowa Department of Human Services Licensing Standards and Procedures for Childcare Centers and Preschools, form SS-0711, is available upon request from this program's on-site director. If there are any questions about these standards or practices, please contact the childcare-licensing consultant, currently:

*Heidi Brown, Child Care Licensing Consultant*  
3210 Harmony Lane  
Muscatine, IA 52761

*hbrown@dhs.state.ia.us*  
Iowa Department of Human Services  
Phone: 563-263-9302 ext. 125

## ***CENTER POLICIES AND INFORMATION***

### **School Hours & Closings**

***Preschool:*** 8:15am-11:40am- M/W/F, and Tu/Th

***Pre-K:*** Five day am 8:15am-11:45am M-F

MWF am 8:15-11:45 /MWF pm 12:45pm-3:15pm

***Daycare Option:*** 7:30am to 5:30pm Mon-Fri

The Pre-K, preschool, and daycare will follow the Elementary School calendar and will be closed the same days as Regina Elementary closings. ***Please follow our academic calendar posted on the Regina Preschool Website for details concerning the specific school year.*** These dates will likely include: Labor Day, Thanksgiving, Christmas, Martin Luther King Jr. Day, Presidents Day, Spring Break, Good Friday (closing at noon), Memorial day, and Independence day.

### **Winter Weather Cancellations, Delays, and Early Dismissals**

Regina Early Childhood Center follows the Regina Education Center's emergency closing procedures. If the elementary school is cancelled due to inclement weather, the Pre-K, preschool, and daycare will all be cancelled for that day. Regina will generally follow the Iowa City Public School dismissal/cancellation notices, but may have exemptions due to our own busing system. Check local stations and the Regina Website on questionable days.

If the elementary school is delayed, daycare will also be delayed until the elementary school opens. A two-hour delay would cancel all AM preschool & morning Pre-K, and indicate a daycare opening time of 10:00am. The PM Pre-K would remain in session as

scheduled. If the elementary school is dismissed early because of weather conditions, PM Pre-K will be cancelled and Daycare parents should pick up their children as soon as possible.

## **Board of Directors**

A Board of Directors governs the school. The board consists of three representatives from each of the four parishes and the pastor from each parish. Ex-officio non-voting members include the five program administrators. The Bishop is president; one pastor acts as "Provost," who is a member of the executive committee and signs legal documents with the chairperson. The legal name for our institution is "Regina Inter-Parish Catholic Education Center." The functions of the Board of Education are to:

- a. Insure that the operation of the Regina Inter-Parish Catholic Education Center complies with the laws of the State and with diocesan policy and is in accord with the doctrine of the Roman Catholic Church.
- b. Develop the budget for the Regina Inter-Parish Catholic Education Center.
- c. Oversee the collection and disbursement of financial resources necessary for the operation of the Regina Inter-Parish Catholic Education Center.
- d. Provide and maintain the facilities necessary to meet the educational goals of Center.
- e. Determine and implement a long-range plan for the Center.
- f. Formulate and adopt general, educational, and financial policies that will guide the administration and enable the Center to function efficiently and in such a manner as to maximize educational opportunities and enhance the quality of education provided.
- g. Conduct an annual evaluation of the performance of the President.

## **Board Committees**

Regina Inter-Parish Catholic Education Center's board committees help Regina implement many of the areas listed above and are open to any interested parent. Please contact the school administrators or any board member if you are interested in serving on any of these committees: Communication, Education, Finance, Policy/By-Laws, Building and Grounds, Strategic Planning, Faith Formation, and Health Safety. Further information on these committees is contained in the Regina Elementary Handbook or by inquiry to the president's office.

## **Notice of Nondiscrimination**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment with schools in the Diocese of Davenport are hereby notified that the schools do not discriminate on the basis or race, color, national origin, sex, age, or disability as defined in Section 504 of the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning schools' compliance with the regulations implementing Title VI, and Title IX, of the Civil Rights Laws, the Americans with Disabilities Act or Section 504 is directed to contact: Char Maaske, Human Resource Coordinator, who has been designated to coordinate the schools' efforts to comply with the regulations related to these laws.

Contact Info: Char Maaske, Human Resource Coordinator  
2706 N. Gaines Street, Davenport, Iowa 52804-1998  
Phone: (319) 324-1911 FAX: (319) 324-5811  
Diocesan Victims' Assistant Coordinator: Alicia Owens 563-349-5002

## **Suggestions, Compliments, and Grievance Procedure**

We encourage you to provide us with insight and suggestions throughout the year. One of the objectives of Regina is to help the parents, teachers, administration, board of directors, and lay board of education members to develop into a “family”. A family is defined as a group of people united by a common philosophy and a common set of beliefs and goals. In the case of Regina, the beliefs are encompassed in the Catholic faith, the philosophy is based on the Christian theme to love one’s neighbor, and the goal is to educate the children in the fundamentals of the Catholic faith within the context of life experience.

Open communication is vital to the health of our Regina family. However, a family is more than a group of people who can converse in a civil manner. The Catholic school family is bound together by Christian love. This love allows family to effectively address problems and resolve conflicts without any single member being harmed. Further, it fosters the growth of each member’s spirit, faith, and self-image, thereby improving the individual’s ability to deal with the world.

*“If your brother/sister should commit some wrong against you, go point out the fault, but keep it between the two of you. If he/she listens to you, you have won your brother/sister over. If he/she does not listen, summon another...” Mt. 18:15*

A family promotes love and goodwill through a continual series of simple gestures, such as greetings, compliments, concern for one another, sharing, listening, and helping. When conflict arises in these settings, there is concern for individuals and a willingness to resolve the conflict without harm. The suggested format for conflict grievance procedures for Teachers/Employees, Administrators, and Board Members is contained within the Elementary Handbook online.

## **Phone Numbers**

		Early Childhood Director	337-6189
Elementary Office	337-5739	Jr./Sr. High Office	338-5436
Religious Education	351-7638	Business Office	337-2580
Fundraising/P.R. Office	358-2455	AM-PM Program	331-1211

During the school year, all personnel will have voice mail capabilities.

## ***ADMISSIONS & TUITION***

### **Admission Policy**

Regina Early Childhood Center admits children regardless of race, creed, color, sex, national origin or religion. Children who are 3 years old up to kindergarten age are eligible to enroll.

Admission requirements and enrollment procedures are as follows:

1. Enrollment is based on a first-come, first-serve basis pending completion of necessary forms.
2. A child must be 3 years old by September 15th of that school year to be admitted into the 3 year old class.
3. Children in the 3 year old class will not be allowed to advance into the 4 year old class during the school year.
4. A child must be 4 years old by September 15th of that school year to be admitted into a 4 year old Bear Pre-K class.
5. A child must be 4 years old and turning 5 by March of that school year to be admitted to the Buddy Pre-K class.
6. Children must be fully potty trained to be admitted into Regina Early Childhood Center.

7. All necessary (state required) forms, medical and immunization records must be completed and on file in the office before the first day of the child's attendance. (Available as a bundled PDF on Website)
8. When a spot becomes available, a \$100 nonrefundable registration fee is required. This fee, in addition to the necessary forms, ensures your child a spot in the program.
9. As vacancies occur during the year, they are filled from the waiting list according to the above procedures.

## **Dismissal Procedures**

Sometimes group childcare is not the most beneficial option for a child. If a child is exhibiting consistently disruptive or dangerous behavior, we may ask you to withdraw your child. Additionally, if monthly tuition fees are not paid within the time allotment and notices of late payment are ignored, your child may be discharged from the center as per agreement within the financial agreement form.

No child will be withdrawn without conferences with parents, directors and teachers. Parents are asked to provide one month's notice if and when they choose to withdraw from the program.

Once your child is enrolled as full-time daycare, and later you decide to drop daycare, your child will also lose his/her spot in the Pre-K or preschool program. Since we have a large daycare waiting list, we must fill all available daycare spots first. If you do drop the daycare program and still would like Pre-K or preschool, we would place your child on a waiting list.

## **Tuition**

Tuition is pro-rated over the yearly calendar. Typically bills are issued weekly for daycare and monthly for preschool and Pre-K. No refunds are given for illness, vacations, snow days, etc. This means, tuition for daycare families is still due over Christmas break, spring break, in-service days, one-week in June, and the three weeks in August. However, a discount is given when we are closed for the entire week. Preschool tuition is due on the first school day of each month. Daycare tuition is due each Monday. Fees are as follows:

### **Preschool/PreK**

MWF Pre-K am program for four year olds: \$240. per month

MWF pm-\$200. per month

M/W/F and Tu/Th: AM programs for three year olds: 3 day- \$240/month and 2 day-\$195/month

**Pre-Kindergarten:** M-F AM program \$400/month

### **Daycare Option:**

**Daycare:** Full-time daycare - \$260/week (includes tuition for 5 day preschool/PreK class)

It is very important that tuition is paid on time. In the event that tuition payments are late, you will be given up to one month to make restitution. If, after one month, payment has not been made, you will be asked to withdraw your child from the program.

## ***HEALTH AND MEDICAL POLICIES***

## **General Health Policy**

Everyone must wash their hands when entering the classroom. Each child is required by state regulations to have on file a physical examination report and an immunization record. This is required prior to admission into the center and must be done before EACH school year the child attends the program. The center must also have on file for each child a signed Emergency Medical Consent form authorizing emergency care at the local hospital. Emergency numbers for reaching the parent or guardian and another authorized person must also be on file.

No child who arrives at the center noticeably ill, with a rash, or with a fever will be admitted for that day. If a child becomes ill, parents will be called to pick up the child. Parents who are working or going to school are encouraged to have a back-up plan for a sick child. Children absent due to a contagious illness MUST have a signed statement from a physician indicating that the child is no longer contagious in order to re-enter the center. If your child should contract a communicable disease (please reference included chart), please inform the director so that precautions may be taken. We request that you phone in and let us know when your child is ill and will not be attending school. If a child is not feeling well or is running a temperature, other arrangements must be made for that day. Your child MUST be fever free for 24 hours without the aid of Tylenol (or other fever reducer) or have been on an antibiotic for 24 hours upon returning to the center.

Please keep your child home if he/she:

- Has a fever (100°F and over must stay home)
- Is vomiting or has vomited in the last 8 hours
- Has a communicable illness such as chicken pox, Strep infection or any other illness that is considered contagious by Johnson County Health, please reference included chart under Communicable Disease Chart
- Has diarrhea. If your child is still experiencing diarrhea, do not bring him/her back unless you have a signed, written statement from your physician indicating that it is not contagious.

You will be contacted immediately if your child exhibits any of the above symptoms. You will be asked to remove your child until the symptoms have subsided. ***This policy is for your child's welfare as well as the welfare of other children in the center and will be strongly enforced.***

## **Medication**

Any sort of medication to be given at the center will be given by certified staff. The medication must be authorized for administration and accompanied by clear instructions in writing by the parent/guardian. Authorization forms are included on our website or are available from the center. A parent must complete these forms weekly. The medication must be in its original container with its name, physician's name, and the amount to be given printed on the label. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in child's cubby or backpack. Pharmacies will usually divide the medication into two separate bottles upon request.

## **Communicable Disease Chart**

The list on the next page contains many common communicable diseases, but should not be assumed to be a complete catalogue. Readmission after a communicable illness shall include written permission from the health officer, physician or practitioner, before any child is

readmitted to the center/preschool following any disease, which requires exclusion, not mere absence.

Disease	Usual Interval	Main Symptoms	Minimum Exclusion
*Immunization is Available	Between exposure and first symptoms of disease.		
*Chicken Pox	13 to 17 days	Mild symptoms and fever. Pocks are blistery. Develop scabs, mostly on covered parts of the body.	7 days from onset of pocks or until pocks become dry.
Conjunctivitis (Pink Eye)	24 to 72 hours	Tearing, redness, and puffy lids, eye discharge.	Until treatment begins or Dr. approves re-admissions.
Erythema Infectiosum (5th Disease)	4 to 20 days	Usual age 5 to 14 years, unusual in adults. Brief prodrome of low-grade fever followed by Erythema (slapped cheek) appearance on cheeks, lace-like rash on extremities lasting a few days to 3 weeks.  Rash seems to recur.	After diagnosis, no exclusion.
*German Measles (Rubella)	14 to 23 days	Usually mild. Enlarged glands in neck and behind ears. Brief red rash.	7 days from onset of rash. Keep away from pregnant women.
*Hemophilus	2 to 4 days	Fever, vomiting, lethargy, stiff neck and back	Until physician permits return.
Hepatitis A	Variable 15 to 50 days. (Avg. 28 to 30 days)	Abdominal pain, nausea, usually fever. 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	1 to 3 days	Inflamed sores, with pus	48 hours after antibiotic therapy started or Dr. permits return.
*Measles	10 days to fever; 14 days to rash	Beins with fever, conjunctivitis, runny nose, cough, then blotchy red rash.	4 days from onset of rash.
Meningococcal Meningitis	2 to 10 (Commonly 3 to 4) days	Headache, nausea, stiff neck fever.	Until physician permits return.
*Mumps	12 to 25 days	Fever, swelling and tenderness of glands at angle of jaw.	9 days after onset of swollen glands or until swelling disappears.
Pediculosis (Head/Body Lice)	7 days for eggs to hatch	Lice and nits (eggs) in hair.	24 hours after adequate treatment to kill lice and nits.
Ringworm of Scalp	10 to 14 days	Scaly patch, usually ring shaped, on scalp.	No exclusion, no swimming, gym or contact sports.
Scabies	2 to 6 weeks initial exposure; 1 to 4 days re-exposure	Tiny burrows in skin caused by mites	Until 24 hours after treatment.
Scarlet Fever Scarlatina Strep Throat	1 to 3 days	Sudden on-set, vomiting, sore throat, fever, later fine rash (not on face). Rash usually only with first infection.	24 hours after anitbiotics started and no fever.
*Whooping Cough (Pertusis)	7 to 10 days	Head cold, slight fever, cough, characteristic whoop after about 2 weeks.	5 days after start of antibiotic treatment.

## **PARENT OBLIGATIONS**

### **Absences**

We ask that you call the preschool if your child will be absent or late. Please also call or inform a teacher should there be an inconsistency in usual pickup. For instance, if your child will be picked up early, late, or by a different person than usual even if this person is listed on your release forms. Doing so allows the teachers to be prepared and helpful, and on the lookout for unexpected inconstancies.

### **Clothing**

We encourage the children to explore and engage in fun, sometimes messy activities, clothing should be functional and washable. Additionally, belts, suspenders, jeans with difficult snaps, body suits, and jumpers that button in the back hinder the child's independence (especially in toileting) and should be avoided. We also encourage good

amounts of outdoor fun, so please dress your child in comfortable everyday clothing. Children will have a special cubby area with a hook to store their things.

Every child needs to have an extra set of clothing on hand at all times (seasonally appropriate). As the weather changes we ask that your child be appropriately dressed for outdoors. Additionally, as footwear is important for the activity of children, flip-flops should never be worn to the center, as they tend to cause trips, blisters, and constrict active movement. Sandals must have a back strap. We ask that you label ALL of your child's extra clothing which could get lost or mixed up with someone else's clothing e.g. mittens, boots, hats, coats, shoes, change of clothes.

## **Drop-off & Pick-up**

All preschoolers and children in daycare are to be dropped off and picked-up by a parent/guardian or authorized adult. Pre-Kindergarteners, Preschoolers and children in daycare are **not** eligible to take the school bus. Children should not be brought to preschool more than 5 minutes before class begins, nor picked up more than 5 minutes after class is over. A before school service is available between 8:00 a.m. and 8:15 a.m. This is not a drop in service, but intended to be used on a regular basis. Still, usage of this service must be pre-approved so that we can ensure the staff/child ratio is met. There will be an additional charge of \$5.00 per half hour for this service. If you will be requiring this early time, the fee will be added to your monthly statement regardless of how many days you utilize this service. If you are late picking up your child from preschool there will be an additional charge of \$10.00/hour. The daycare closes at 5:30pm. You will be charged \$5.00 for every 10 minutes that you are late.

The first few weeks of school drop off and pick up can be confusing, so we ask for your help. As the teachers are watching children on the playground or in the classroom, it is not always possible to greet every parent upon arriving and leaving. The teacher's eyes are on the children coming and going, but to insure the safety of your children we ask you to please make eye contact with a teacher upon arriving and leaving. This will also help us to recognize the parents of the children. Once the parents have arrived, the child is the responsibility of the parents. Please bring the pink card of your child's name for the first few weeks until we know all faces. *If your child is in daycare, a parent/guardian or authorized adult is required to sign each child in and out each day to ensure his/her security.*

**Parking Lot:** The east driveway (closest to 1st Ave.) is one way and is used to enter the school grounds. The west drive is used as an exit only, providing right and left turn lanes onto Rochester Avenue. No parking will be allowed in the circle drive. Regina Ed. Center has been informed by the Iowa City Police that it is unlawful to park anywhere on the front circle or the triangle shaped landmark due to the fire lane. Tickets will be issued. The drive is reserved for school buses only. Cars that use the circle create a very unsafe situation. Please use one of the parking lots provided.

## **Newsletter & Calendars**

A newsletter and Calendar of events will be on the Regina Website [www.icregina.com](http://www.icregina.com) in the Early Childhood section under resources on the Class Room Webpage. Please take the time to read through it. They contain important dates of upcoming events. A hard copy with request can be put in your child's cubby. Additionally, book orders are sent out every month. Please make your check out to the book company and do not send cash. Daycare families are provided with a parent pocket where important information will be placed. Please check the parent pocket daily. All Pre-K and Preschool families should check their child's cubby daily so important information is promptly received.

## Supplies

Each child will need to provide:

- Backpack or Regina preschool bag
- Box of Kleenex
- 1 package of napkins
- \$10.00 to aid the cost of picture development for your child's album.
- 2 boxes of Dixie cups, **5 ounce size**
- Slip on tennis shoes or slippers for inside (daycare only).
- During the winter months when boots are worn, preschool children may bring a pair of slip on shoes or slippers to wear inside.
- Complete seasonally appropriate change of clothing, see preceding *Clothing* section
- If your child is enrolled in the daycare program, it is a state requirement that we provide a nap/rest time. Parents of daycare children are required to purchase a cot-cover available from the Center. Your child may also bring stuffed toy to sleep with (soft only, no hard plastic toys, i.e.: Barbies, action figures, etc.). All nap supplies must go home each Friday to be laundered.

## Snacks & Nutrition

There will be a morning snack during AM Pre-K and preschool hours. This will be provided by the Center. The children will have their snack over in the Flex Room off the main cafeteria from 9:15-9:30. The snack calendar will be sent home each month and will inform you as to what your child will be having for snack in his/her class.

PM snack during afternoon Pre-K will **ONLY** be the children's special **All about Me or Birthdays**, since they start right after lunch. **All Special snacks** for "**All About Me**" days and **Birthdays** during am/pm Preschool will be provided by the parents. It is a state requirement that each snack meet the minimum requirements of 2 food groups. One food group may be met by either milk or juice, however we encourage serving water as the snack drink of choice. Some quick examples of perfect snacks are whole-wheat crackers/carrots, fruit/yogurt, or cheese/apples. Also this is the perfect age to expose children to different fruits and vegetables. Since we must meet 2 food group requirements, if you bring **only** fruit or veggies for a snack, please bring milk as the drink to meet the second food group requirement. If you choose to bring juice make sure that it is 100% juice, not a juice drink. Our staff (who are all First Aid certified by the American Heart Association) closely supervises snack time. However, please be aware of potential choking hazards when choosing snacks. Special treats for birthdays are acceptable, but **MUST** also include other foods to meet the nutritional requirements, such as fruits or vegetables. A suggestion: Angel food cupcakes are a lot less messy than regular cupcakes for young children.

For daycare children, we provide lunch, an afternoon snack, and an AM snack on daycare/preschool days. The lunch menus are available on our website. The children will have their lunch over in the Flex Room off the main cafeteria from 12:00-12:30. If desired, your child may bring a nutritious cold lunch from home.

Some additional information about children's nutrition, healthy snack planning, and potential choking hazards are available on our website. Please feel free to review these materials in your snack and meal planning.

**Food Supplements, Modified Diets, and/or Food Allergies:** If your child requires a food supplement or a modified diet, you must secure written information from your physician

regarding this. Additionally, if your child has a food allergy, please notify the preschool before the first day of attendance so accommodations can be made. Please speak with the administrator for more details regarding this policy.

## **MISCELLANEOUS**

### **Field Trips**

We will plan about 5 field trips during the year. The field trips will be marked on the monthly calendar. Several days before our field trips a permission slip will be sent home with your child informing you of the time and place of the trip. This form **MUST** be signed by you and returned in order for your child to accompany us on the field trip. We will need parent volunteers to go with us on our trips. Sign up sheets will be posted in your child's classroom. Transportation will be provided by a Regina school bus.

### **Guidance Policy**

Acceptable behavior is encouraged by use of **positive** reinforcement. This gives children good feelings about his/her behavior and serves as an example to other children to act in such a way to receive praise. At Regina Early Childhood Center, we treat all children with dignity and respect in all situations. Rather than reprimand, we work to redirect. When a child acts inappropriately, the child will be pulled aside quietly and privately reminded of the appropriate behavior.

There are some cases when time out may be necessary, for example, if a child is hurting another or has been reminded several times to correct a specific behavior. In this case, the child will sit their age in minutes (3min for a 3 y.o., 4min for a 4 y.o., etc.). Following the sit, the teacher and child will discuss the event, focusing on the negative behavior (rather than the child), requiring the child to think about the inappropriate behavior to encourage development of their self-control. All consequences to negative behavior will be clear, reasonable, logical (to a child), and followed through with the child as an opportunity for learning and development.

The following types of discipline and punishment **are strictly prohibited** at Regina Early Childhood Center and **will never be used on any child**: corporal punishment (spanking, slapping, and shaking), anything humiliating and/or frightening that would cause pain or discomfort (physical & physiological) to the child including verbal abuse, threats or derogatory remarks about the child or the child's family. Additionally, there will be **NO** punishment because of the child's illness, progress, or lack of progress in toilet training, nor in association with food or rest. This discipline policy applies to all staff and parents while they are at the center.

### **Biting Policy**

Biting is a natural part of a child's development. Children bite for a variety of reasons such as teething, lack of verbal skills, overstimulation, hunger, fatigue, aggression, attention-getting, etc. Biting often surfaces when infants, toddlers and preschoolers are first in a childcare setting. Biting, however, is not an acceptable behavior. The staff will carefully, thoughtfully, and consistently handle any biting situation by:

- Stopping the action quickly by saying "No" or "Stop"
- Assessing the situation quickly to determine the cause of biting (child's frustration, hunger, teething, fatigue, separation anxiety, etc.)
- Attending to the child that has been bit.

- Talking to the biter in the following manner:  
“Teeth are not for our friends.” “At preschool we use our words.”
- Redirecting the biter to another activity or area.
- Finishing the interactions on a positive note by reassuring the biter that he or she is still important to you and the rest of the staff.

If the biting continues, the child will be put in time out for (1) minute per year of age. If a bite breaks the skin and/or draws blood, the child will be sent home for the day. The childcare staff will notify the parents of the biter and the parents of the child that was bitten in writing as an incident report, informing them of its severity.

Parents will be asked to work cooperatively with staff to rectify the biting situation. If the biting becomes ongoing and more severe, and the child continues to bite and injure other children, it will be necessary for the parents to withdraw their child from the program. The parents will be given one week to make alternative arrangements. *It is the responsibility of the childcare staff to ensure the safety of all children in our care.*

## **Outdoor Play**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens, and boots in the wintertime. *Remember to put names in all items.*

## **Regina Sweatshirts, T-shirts and Tote Bags**

Regina Preschool t-shirts, sweatshirts, and tote bags may be purchased from the center. Often made available at Open House, Parent Nights, and seasonal gatherings, they can be purchased at any time by inquiry to the director.

## **Supervision & Access**

We have an open door policy toward parents and primary caregivers at Regina Early Childhood Center. Parents should feel free to visit at any time (a phone call first is always appreciated), although we ask that care is taken to cause minimal disruption to the program.

In the interest of child safety, it is necessary to take precautionary and preventative measures to assure access to children is limited to only those persons with authorization. Staff will release children only to authorized persons on the release form provided by the parent. If an emergency arises, the parent must provide a written, signed note giving permission for a specific person to pick up the child. If staff does not recognize, or is unsure of the identity of any person, Photo Identification may be checked.

All staff have regular background checks and are responsible for ensuring the safety of children and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility. Parent volunteers, when present with Regina Preschool, should follow the policies set forth in this handbook and the guidance of present staff. Staff will provide the primary supervision over both children and volunteers, monitoring all present, assuring proper care and conduct.

**Unlimited Access** (*posted in accordance with state regulations of all child care facilities*): Parents shall be afforded unlimited access to their children and to the provider caring for their children during the center's hours of operation or whenever their children are in the care of a provider, unless parental contact is prohibited by court order. The provider shall inform all parents of this policy in writing at the time child is admitted to the center.