

Nodaway Valley Community School District

2026-2027 NV Preschool Handbook



**Nodaway Valley Community School District
Nodaway Valley Elementary
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Greenfield, IA 50849
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NODAWAY VALLEY COMMUNITY SCHOOL DISTRICT
Program Policies and Procedures

I. WELCOME

Students, parents, teachers, administrators, school board members, and citizens of the Nodaway Valley Community School District all have a vested interest in the operation of the school. The effectiveness of the schools in fulfilling their mission depends upon each individual assuming his/her responsibilities. The challenges facing schools and their students today are many. If we are going to make our mission and vision statements a reality, each of us must personally commit his/her maximum effort to establishing a positive and cooperative learning environment. The policies set forth in this Student/Parent Handbook are in effect 12 months a year and are designed to assist each member of the school community to function appropriately within the framework of the educational system of the Nodaway Valley Community School District.

II. MISSIONS/BELIEFS

NODAWAY VALLEY MISSION:

The mission of Nodaway Valley Community School District is to prepare all students for productive, successful lives beyond school through a balanced curriculum, activities, community experiences, global awareness, high expectations, and interaction between students, parents, school staff, and the community.

NODAWAY VALLEY BELIEFS:

We believe...

- that everyone has value as a person and a learner
- in respect for self and others in the school and community.
- all members of the school and community have the potential to learn
- that a variety of learning experiences and styles is essential for success
- learning is a lifelong experience
- positive influences enhance learning
- the district must take responsibility to reach and challenge all students

NODAWAY VALLEY PRESCHOOL PHILOSOPHY

The Nodaway Valley Preschool is designed for the total child. We believe that our job is to promote the development of creativity, social/emotional health, physical abilities, and cognitive skills. Our program fosters curiosity, creativity, and self-esteem by taking into account children's abilities and interests.

Our teachers encourage children to use critical thinking and problem-solving skills in their daily experiences. Early childhood should be a happy and healthy time when each child develops self-control, a positive self-concept, a love of learning, and a sense of belonging.

As much as we care for and guide children, we believe that opportunities must be provided to parents to be active participants in their child's education. Working together, we can best meet the needs of all children and prepare them to become confident and productive citizens.

NODAWAY VALLEY STUDENT LEARNING GOALS:

All Nodaway Valley students will...

- effectively communicate in a variety of ways, including speaking, writing, technology, the arts, etc.
- effectively use available resources and skills (reading, writing, mathematics, science, technology, the arts, etc.) to create innovative solutions to solve complex problems and make reasonable decisions.
- demonstrate the ability to be respectful, responsible, and productive citizens of the community, to effectively prioritize and organize tasks to reach a common goal, and to remain lifelong learners.

III. ENROLLMENT

EQUAL EDUCATION OPPORTUNITY (Board Policy 102)

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity, or marital status.

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.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, marital status, sexual orientation, gender identity, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

ELIGIBILITY

Students must be 4-years old by September 15th to be eligible for the 4-year-old program. Students must be 3 years old by September 15th and have an IEP to be eligible for the 3-year-old program.

HOURS

The Nodaway Valley Preschool is housed at Nodaway Valley Elementary and is financed through the four-year-old SWVP grant and the school district's general fund. It is a Monday through Thursday program that runs from 7:45-3:30, with school starting at 8:20.

A three-year-old who qualifies for the Early Childhood Special Education program attends twice a week for half days. Days are determined by the staff and parents, and students attend 7:45-11:30 with the school day starting at 8:20.

PRESCHOOL CALENDAR

Nodaway Valley 2026-2027 School Calendar

Days/Hrs. in classroom:
TOTAL DAYS/HRS
173/1111.5

CALENDAR LEGEND

Begin/End 
Teacher PD 
PT Conference 
Semester 
Holidays 
Vacation Days 
Teacher Flex. 
 First/Last
 Day of Preschool
 No
 Preschool

Does not include Professional
Development days/hours.

HOLIDAYS:

Labor Day (9/7)
Thanksgiving Day (11/26)
Christmas Day (12/25)
New Year's Day (1/1)
Memorial Day (5/31)

Student Days 173
Conferences 2
PD Days 12
Paid Holidays 5

Make up days will be added
to the end of the school year.

August 2026					Student Days/Hours	
M	T	W	Th	F		
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31						
September 2026						
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30				
October 2026						
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		
November 2026						
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30						
December 2026						
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30	31			
January 2027						
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		
February 2027						
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
March 2027						
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30	31				
April 2027						
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		
May 2027						
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28	172	1123.5
31						
June 2027						
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		



No Preschool on
Fridays

Aug. 17 -2 0 Teacher PD

Aug. 25 First Day of School

Aug. 31 First day of Preschool

Sept. 7 Labor Day (No School)

Sept. 21 Teacher PD (No School)

Oct. 12 Teacher PD

Oct. 22 PT Conferences

Oct. 23 Comp day for Conferences

Nov. 16 Teacher PD (No School)

Nov. 25-27 Thanksgiving Break (No School)

Dec. 23 – Jan. 1 Winter Break (No School)

Jan 4 Teacher PD (No School)

Jan. 8 Last Day of 1st Semester

Jan. 18 Martin Luther King Day (No School)

Feb. 15 President's Day (No School)

Mar. 15 PT Conferences

Mar. 16 Comp day for Conferences

Mar. 17-19 Spring Break

Mar. 29 Easter Monday

April 12 Teacher PD (No School)

May 13 Last Day of Preschool

May 25 Last Day of School

May 26 Teacher Career Development

May 31 Memorial Day

GENERAL INFORMATION

Within six weeks after a child begins the program, health records documenting the dates of service shall be submitted to show that the child is current with routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics.

The maximum class size is 16 children per session, based on the current location's square footage. A teaching staff-child ratio of at least 1:8 will be maintained at all times to encourage adult-child interactions and promote activity among children.

The elementary principal will maintain a current list of available substitutes for both the teacher and the teacher assistant. If a member of the teaching staff needs to temporarily leave the room, the teacher will call the elementary office, and the principal will arrange coverage for the classroom to maintain the staff-child ratio.

INCLUSION

The preschool program provides for all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff 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 preschool facilities meet the Americans with Disabilities Act accessibility requirements.

IV. A CHILD'S DAY

STAFF

Program Administrator: The elementary principal and the elementary assistant principal are designated as the program administrators supervising the preschool program. The preschool directors will ensure the program upholds the highest standards and maintain the Program Portfolio for IQPPS assessment.

Teacher: Three full-time teachers licensed by the Iowa Board of Educational Examiners and holding an Early Childhood Special Education Endorsement are assigned to the preschool classrooms.

Program Associate: Each classroom will have a full-time program associate who will carry out activities under the teacher's supervision.

Nurse: The preschool will have the assistance of the school nurse, who provides nursing services to Nodaway Valley Elementary. The nurse will review and maintain health records and attend to program training needs for staff. The nurse is available for parent consultation when necessary.

Support Staff: Greenhills Area Education Agency support staff provide resources and assistance to the teacher and classroom upon request to help all children succeed in the preschool setting. Such staff may include: early childhood consultant, speech and language pathologist, social worker, occupational therapist, physical therapist, or others.

DAILY ACTIVITIES

A consistent daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Play is planned for every day. Listening is balanced with discussion, large-group activities with small-group activities, and opportunities to explore on their own time, both indoors and outdoors. One day a week, the teaching staff has an extended planning time.

Your child will have the opportunity for the following types of activities every day:

- Arrival Routines
- Morning Meetings
- Large and small groups activities
- Self-directed play
- Learning Centers/Activities - Literacy, Art, Math, Problem Solving, Dramatic Play, Playdough, Science, Writing, Sensory, Books, and iPad
- Outdoor play
- Whole Group Read Aloud
- Snack
- Social Skills
- Dismissal Routines

CURRICULUM

Curriculum is a framework for learning opportunities and experiences. It is a process by which learners obtain knowledge and understanding while developing life skills. It is continually revised and evaluated to make learning fun and exciting.

It is the policy of the Nodaway Valley Community School District that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women and men in our society.

The Nodaway Valley Preschool program uses Creative Curriculum. This is a comprehensive, research- and evidence-based curriculum designed for 3- to 5-year-olds. It addresses all areas of early learning: language and literacy, math, science, physical skills, and social skills. It provides children with an opportunity to learn in a variety of ways: play, problem-solving, movement, art, music, drawing, writing, listening, and storytelling. Suggestions for modifications and adaptations are an integral part of the curriculum. In addition to the Creative Curriculum, we use Handwriting Without Tears for writing and Heggerty for Phonemic Awareness.

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal's office.

CHILD ASSESSMENTS

The Nodaway Valley School District believes that assessment of young children should be purposeful, ongoing, and developmentally appropriate. Assessments are conducted by familiar adults within the child's natural learning environment and are designed to inform instructional planning and support each child's individual growth and development. Assessment results are never used to label children or to determine eligibility for participation in the preschool program. The district recognizes that families, cultures, languages, and experiences outside of school play a vital role in each child's development and values family input as an essential component of the

assessment process. All assessment information is treated as confidential, maintained in each child's educational record, and securely stored in accordance with district policy and applicable privacy laws.

Children are assessed in the following ways:

- Teaching Strategies GOLD Assessment. It records student progress in all developmental areas at the beginning, middle, and end of the year.
- FAST earlyReading Screener. Teachers administer the assessment three times a year. The data is used for targeted interventions in early literacy skills.
- Creative Curriculum is modified to align with the Iowa Early Learning Standards. It records students' progress in all developmental areas at the beginning, middle, and end of the year.
- Observational data provides an ongoing anecdotal record of each child's progress during daily activities.
- Child portfolios are organized by the teaching staff and include the assessments, observational data, and child work samples collected on an ongoing basis.
- The Brigance may be used to assess a child's overall developmental level.
- Ages & Stages is a questionnaire that may be completed by the parent or the teacher. It is a comprehensive screening and monitoring program that identifies children who may be struggling in a specific area. This gives us a picture of where a child is and what areas they need extra work in.

Assessment is an ongoing process that plays a vital role in guiding curriculum and instruction. Preschool teachers continuously observe children during everyday classroom activities to monitor their progress, identify strengths, and recognize areas where additional support may be beneficial. Information gathered through these ongoing assessments helps teachers plan meaningful, developmentally appropriate learning experiences that meet the individual needs and interests of each child throughout the school year.

Assessment information will be shared formally with families during Parent-Teacher conferences in the fall and spring. In addition, progress reports and individual child profiles will be sent home at the end of the year. Informal conferences are always welcome and can be requested at any time.

If ongoing observations or assessment results indicate that a child may be experiencing a developmental delay or other area of concern, the teacher will schedule a conference with the child's parent(s) or guardian(s) to discuss the observations and share supporting documentation. Together, the family and teacher will review the child's progress and determine appropriate next steps. Any additional support or evaluation will occur only with the knowledge and consent of the parent(s) or guardian(s).

When appropriate, the teacher may collaborate with the Green Hills Area Education Agency (AEA) through the district's problem-solving process. The AEA team works with school staff and families to identify concerns, recommend and implement interventions, monitor progress, and provide consultation, resources, or additional evaluation when needed.

Throughout the school year, preschool teachers meet regularly with Green Hills AEA staff to review student progress, analyze assessment data, identify children who may benefit from

additional support, and plan targeted instruction and interventions to meet individual learning needs.

SUPERVISION OF STUDENTS

The safety of every child is our highest priority. Preschool children are supervised by staff at all times during the school day. Children must be accompanied by a preschool staff member when traveling outside the classroom, including trips to the playground, gym, nurse, or other areas of the building. Brief supervision by sound may occur, as long as the teachers check on the students every two to three minutes.. At dismissal, preschool staff supervise children until they are safely released to a parent/guardian or escorted onto their assigned school bus.

Before children arrive at school, the preschool teacher, paraprofessional, and/or building custodian will check the facilities to be sure they are safe for students.

CHILD GUIDANCE AND DISCIPLINE

Teaching staff will equitably use positive guidance, redirection, and planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent clear rules and involving children in problem-solving to foster the child's own ability to become self-disciplined. Where the child understands words, discipline will be explained to the child before and at the time of any disciplinary action. Teaching staff will encourage children to respect other people, to be fair, respect property, and learn to be responsible for their actions. Teaching staff will use discipline that is consistent, clear, and understandable to the child. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate their needs, and learn to take turns.

Challenging Behavior:

The teaching staff in the preschool is highly trained, responsive, respectful, and purposeful. The teachers anticipate and take steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. When children have challenging behaviors, teachers promote pro-social behavior by:

- interacting in a respectful manner with all children.
- modeling turn-taking and sharing as well as caring behaviors
- helping children negotiate their interactions with one another and with shared materials.
- engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group.
- encouraging children to listen to one another and helping them to provide comfort when others are sad or distressed

Teaching staff will guide children to develop self-control and orderly conduct in relationship to peers and adults. Children will be taught social, communication, and emotional regulation skills. If a child displays persistent, serious, and challenging behavior, the teaching staff, parents, and AEA support staff will work as a team to develop and implement an individualized plan that supports the child's inclusion and success. Suspension and/or expulsion would be utilized as a last resort in circumstances where a serious safety threat is present.

Aggressive physical behavior toward staff or children is unacceptable. Teaching staff will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior.

- The preschool environment shall provide a safe, orderly, and healthy environment where all students can learn.
- The cooperation of parents, students, and staff is needed in order for children to develop a strong self-image, personal discipline, and a positive outlook towards education.
- The teaching staff will not use physical punishment or psychological abuse or coercion to manage behavior.
- The teaching staff will not use threats or derogatory remarks and neither withhold nor threaten to withhold food as a form of discipline.
- We promote and acknowledge positive behavior through incentives and verbal encouragement.
- Students will be encouraged to make good choices and may be asked to explain how they could make a better choice in the future.
- Short periods of time out may be used and students will be expected to change their behavior so that learning can continue within a quality classroom.
- Appropriate use of restraint for safety reasons is permissible. Only CPI trained staff are permitted to restrain a child.

SNACKS/FOODS & NUTRITION

Attitudes about food develop early in life. The food children eat affects their well-being, their physical growth, their ability to learn, and their overall behavior. We have an opportunity to help children learn about foods, to enjoy a variety of foods from their own culture and others, and to help them begin to appreciate that their bodies need to be strong, flexible, and healthy.

All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines. Special treats brought from home must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. Clean, sanitary drinking water is made available to children throughout the day. Staff discards any food 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 the program with an individualized care plan prepared in consultation with family members and a specialist involved in the child's care. Children with food allergies shall be protected from contact with the problem food. With family consent, the program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day. Program staff will keep a daily record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provide parents with that information.

High-risk foods, often involved in choking incidents, will not be served. For children younger than four years, these include hotdogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.

The school district does not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment, nor will teaching staff ever threaten to withhold food as a form of discipline.

BREAKFAST & LUNCH

At least one adult is seated at each table during the meal. They are encouraged to taste all foods before seconds but are not forced to clean up plates. Meal time will be 20-30 minutes long, and students will be encouraged to participate.

Breakfast will be served on days when school is in session only for the morning or if there is a one-hour late start. Breakfast will not be served on days when school starts two hours late. Lunch will not be served on early release days due to teacher staff development.

MEAL COSTS

	Fee	Partially Waived Fee
Lunch Fees (PreK-4)	\$2.85 single meal	\$0.40
Lunch Fees (Adult)	\$5.00 single meal	
Breakfast Fees (PreK-4)	\$2.00 single meal	\$0.30
Breakfast Fees (Adults)	\$2.75 single meal	
Milk	\$0.50	

FREE & REDUCED MEALS

Free and Reduced meal tickets are available to families who qualify. The necessary forms are located on JMC or can be picked up in the office.

OUTSIDE PLAY & LEARNING

We have daily opportunities for outdoor play in a fenced area, as the weather permits, 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. The staff is able to supervise children by sight and sound in the outdoor area. We use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat Index is safe for outdoor play.

In cases when we cannot go outside (due to weather conditions) children are given the opportunity to use indoor equipment in the gym for similar activities inside and are supervised at the same level as outdoor equipment. For example, different sizes of balls or scooters may be used in the gym to engage students in active play along with teacher/staff directed large motor games.

In order to make sure that your child can play comfortably outside it is important to dress him or her according to the weather. When it is cold outside he or she needs a warm coat, mittens or gloves and a hat (labeled with your child's name). Students will go outside if the feel like temperature is above 15 degrees or above. 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. Along with having the proper clothing, please label all clothing as we have many students with similar gear, and we want to ensure that students don't lose any of their items.

There are areas on the playground for children to be in the shade and still be active. We encourage you to bring a hat or other clothing for your child to wear as another layer of protection from the sun. Sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher will be applied to your child's exposed skin (only with your written parental permission to do so). In addition, if public health authorities recommend the use of insect repellent due to a high risk of insect-borne disease, only repellents containing DEET are used once daily (only when supplied by the parent and accompanied with written parental permission).

WATER ACTIVITIES

There are opportunities for water activities during the school day, but not on a daily basis. During water play children are involved in active experiences with science and math concepts. Children with sores on their hands are not allowed to participate with others in the water table to ensure that no infectious diseases are spread. Children are not allowed to drink the water during water play activities. When the activity period is complete, the water table is drained and refilled with fresh water before a new group of children comes to participate.

CLOTHING

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes to school. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur. 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 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 losing items.

TOILET LEARNING

Toilet learning is an important time in a child's development. For children who are unable to use the toilet consistently, the following procedures are in place:

1. Diapering will only be done in the designated diaper area, i.e., the bathroom adjacent to the classroom with a fold down changing table. Food handling will not be permitted in this diapering area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards:
 - a. Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
 - b. Staff check children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
 - c. Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
 - d. At all times, caregivers have a hand on the child if being changed on an elevated surface.
 - e. Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
 - f. Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
3. Potty chairs will not be used for all students due to the risk of spreading infectious disease. If a potty chair is needed for a specific student, it will be sanitized regularly.
4. All families are asked to provide an extra set of clothing 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. If your child brings an “attachment” item from home, we ask that it is small enough to fit inside his/her backpack or cubby. 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.

BIRTHDAYS

Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. Accordingly, students who wish to bring treats for the class on their birthday may do so. Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. The teacher will provide families a list of foods meeting the USDA’s Child and Adult Care Food Program guidelines and/or Nodaway Valley Approved Snack List. Those who have summer birthdays are welcome to celebrate on the child’s half birthday with their class. Invitations to parties will not be distributed at school.

WEAPONS POLICY

Weapons, dangerous items, or look-alikes are not permitted at school. If weapons or dangerous items are found in possession of the students, items shall be reported to law enforcement officials and the student will be subject to disciplinary action, including suspension or expulsion.

V. COMMUNICATION WITH FAMILIES

COMMUNICATION

Open and ongoing communication between families and preschool staff is essential to each child's success. The program promotes regular two-way communication through informal conversations, written notes, daily folders, email, phone calls, and Seesaw. Families are encouraged to share important information using the communication method that best meets their needs. Because multiple staff members work with each child, sending written communication helps ensure that important information is shared consistently. The school also sends home important announcements, newsletters, and student work in each child's daily folder. Families are encouraged to check the folder each day and use it to return forms, notes, or other communications to the school.

OPEN DOOR POLICY

Parents and legal guardians are always welcome to visit the preschool classroom. As a safety feature, all parents and visitors will check in at the elementary school office. Visitors will be asked to check in and wear a visitor’s badge. Visitors are asked to please use discretion with regard to bringing babies and toddlers to school as young children may disrupt class sessions.

ARRIVAL OF CHILDREN

When preschool students arrive at school in the morning, they are to go to their classrooms. Preschool students who walk or are dropped off by parents should not arrive at school before 7:45 a.m. unless other arrangements have been made with the teachers. Parents dropping off

students in the morning should park in the North parking lot or on the street to the East of the elementary building. Do not park in front of the school in the morning from 7:40 a.m. through 8:20 a.m.

DEPARTURE OF CHILDREN

Departure for half day students is 11:30. At the end of the day, preschool students will be dismissed the same as all K-4 students. A preschool staff member will remain with students at all times while they are waiting for a parent to pick-up the student or while waiting in the bus line.

Parents need to contact the office or classroom teacher for a change in the after-school routine no later than 2:45. Students will have to follow the normal procedure without parental permission. Communication of a changed routine may be sent ahead of time for planned absences such as doctor appointments, etc.

Students may be released to either parent/guardian provided there is no custody order from a court forbidding custody by a named parent/guardian. If you wish to arrange for another person to take care of your child in the event illness occurs when you are not at home, please make a note of it on the emergency notification sheet when you register your child for school, or you may call the office or send a note.

School Dismissal Times

Students being picked up by parents will be dismissed starting at 3:10 PM.

Fontanelle/Bridgewater Buses will be dismissed at 3:20 PM.

Walkers/Bike Riders will be dismissed at 3:25 PM.

Greenfield, Orient, and Macksburg Buses will be dismissed at 3:30 PM.

Parents wishing to pick their children up after school must use the car pick-up line. Students being picked up will be dismissed at 3:10. Drivers need to stay in their vehicles. NV staff will assist students in entering vehicles on the passenger side.

Do not park in front or east of the school from 3:00-3:40. If you need to enter the building, please park in the parking lots north or west of the school.

TRANSPORTATION

Families of children enrolled in the preschool program may choose to have their child transported to and from school by the Nodaway Valley Community School District.

Transportation information is collected during registration or at the preschool orientation meeting. Before the school year begins, bus drivers will contact families with the child's bus number and approximate pick-up and drop-off times.

Students who live within the city limits will be picked up and dropped off at designated bus stops. Students who live outside of town will be picked up and dropped off at their home.

The district does not provide transportation at **11:30 a.m.** for students attending the half-day preschool program. Families are responsible for picking up their child at 11:30 a.m.; however, half-day students may still use district transportation for the morning trip to school.

Children riding the school bus are expected to follow all bus safety rules and appropriate behavior expectations. Preschool students will be seated near the front of the bus to ensure their safety and allow for closer supervision.

Transportation accommodations for children with disabilities or other special needs will be provided based on the child's individual needs. Any transportation services outlined in a child's Individualized Education Program (IEP) will be implemented as required.

In the Nodaway Valley School District, each student will at some time be transported on a school bus. In the name of safety for all students, drivers must be allowed to concentrate on the road and driving. Students, therefore, must behave properly to assure bus rides are safe. Drivers, students, families, and administrators will work together to make sure bus trips are safe. These rules are taught and reviewed with students. They are posted on the buses. We want everyone to understand the rules and their purpose. We must all support our drivers in their daily duties of safely transporting our children.

Basic Bus Rules:

- 1) Stay in your seat.
- 2) Use quiet voices.
- 3) Use appropriate language.
- 4) Keep hands, feet, and other objects to yourself.
- 5) No food or drink on the bus without the driver's permission. (This is up to the driver's discretion on each individual bus. Students must pick up after themselves)

If a student earns a **first write-up**, the consequence will be a warning along with contacting parents. A copy of a Bus Conduct Report is signed and sent to the student's home. In this case, the student is brought to the principal as soon as possible.

If a student earns a **second write-up**, the consequence may range from an assigned seat to temporary removal from the bus for no more than three days, along with contacting parents. This suspension can be carried over to the following school year. A copy of a Bus Conduct Report is signed and sent to the student's home. In this case, the student is brought to the principal as soon as possible. A face-to-face conference is scheduled with the student, parent, and school representatives to rectify the situation to avoid additional bus issues.

If a student earns a **third write-up**, the consequence may range from an assigned seat to temporary removal from the bus for no more than ten days, along with contacting parents. This suspension can be carried over to the following school year. A copy of a Bus Conduct Report is signed and sent to the student's home. In this case, the student is brought to the principal as soon as possible. A face-to-face conference is scheduled with the student, parent, and school representatives to rectify the situation to avoid additional bus issues.

If a student earns a **fourth write-up**, the consequence may range from a temporary removal from the bus for no more than ten days to an indefinite suspension from the bus. This suspension can be carried over to the following school year. A copy of a Bus Conduct Report is signed and sent to the student's home. In this case, the student is brought to the principal as soon as possible. A face-to-face conference is scheduled with the student, parent, and school representatives to rectify the situation to avoid additional bus issues.

If a student is experiencing problems on the bus, parents should first talk to the driver. If no solution is reached, parents should contact the Principal. In the case a parent is still not satisfied, the Superintendent can be contacted. It would be helpful to enter these conversations with several ways to solve the problem.

All students deserve a safe bus ride to and from school and school activities. Please understand transportation is a service the district provides for students, but is not a right. It is a privilege. School bus drivers, school officials, and families must maintain high levels of safety on buses. Again, consistency is the key. The Administration does reserve the right to administer a stiffer consequence based on the student's actions whether it is a first, second or third write-up.

Questions regarding transportation should be directed to the district Transportation Director at **christine.rubio@nodawayvalley.org**.

FIELD TRIPS

An important learning opportunity can take place in the form of a field trip that is relevant and reinforces what has been taught in the classroom. The NV Preschool school buses are used for these field trips. Parents will be informed of each field trip well in advance. A parent or legal guardian must sign an informed consent form for trips at the beginning of the school year. Adult family members are asked to volunteer to go on these trips to provide increased supervision and adult/child ratios. A notice posting the dates, time of departure, time of return, and the destination location will be posted prominently at least 48 hours before the field trip. Each child will be assigned to an adult for every part of the trip. Before every trip, the teaching staff will review bus and field trip expectations.

A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group will be taken on all trips. Children will be counted frequently while on a field trip. Children may only use a public restroom if they are accompanied by a staff member. Children will never be left alone in a vehicle or unsupervised by an adult.

ATTENDANCE

Students who are enrolled in Nodaway Valley Community School District are expected to be in school for the full session and are expected to be punctual in their arrival and departure. Students are not expected to be absent any more than is necessary for health reasons or appointments. Irregular attendance interferes with the progress of your child and others as teachers find themselves taking class time to repeat information and make adjustments for those students who have been absent. Parents are expected to notify the school office to report a student's absence prior to the start of the school day. Please call the elementary office at 641-630-1042 extension three.

ETHICS & CONFIDENTIALITY

Staff 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

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 United States Department of Education 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.

Parents or guardians will be asked to sign a release of information form should they or the school request 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.

GRIEVENCE POLICY

Open and honest communication between families and the preschool program is an essential component of a high quality early childhood program. We want you to be confident that your child is being well cared for and is having a quality early childhood experience. If there is ever a time you have a concern regarding your child, we want to encourage you to address your concern with your child's teacher.

In an effort to encourage teacher-parent relations and to develop a procedure for parents to follow in contacting staff members of the Nodaway Valley School District, the Board of Education has adopted the following contact procedure:

1. Contact the teacher of the student involved either by telephone or in person at the school to discuss the problem. If, at this point, the parent feels as though the situation has not been resolved to their satisfaction, then;
2. Contact the principal of the building in which their child attends. If after meeting with the principal and/or teacher, you are still not satisfied, do not let your frustration over the situation prevent you from taking the next step, which is;
3. Contact the Superintendent of Schools who is dedicated to serving you and the community to the best of his/her ability and who will work with you to find a successful resolution of the situation. However, there are times when a matter of policy may be involved. If the parent still feels they have not achieved acceptable results, they, by all means, should feel free to;
4. Contact the Superintendent of Schools for consideration by the Board. All Board members were elected to their office by the residents of the school district and are anxious to do everything

within their power to see that the best education possible is afforded to each and every child of the district and in addition, that each and every dollar is expended in a prudent manner. If the complaint cannot be resolved by the teacher the student or parent may discuss the matter with the principal. If the principal cannot resolve the matter, the matter may be discussed with the superintendent(Board Policy 502.4).

As part of our program assessment, in the spring of each year, we also provide you with a family questionnaire to evaluate our program. This information helps us to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses.

LINKING WITH THE COMMUNITY

Program staff, school counselor, and/or the school nurse maintains a current list of child and family support services available in and around the community based on the pattern of needs they observe among families and based on what families requests (e.g. health, mental health, oral health, nutrition, child welfare, early intervention/special education screening and assessment services, and basic needs such as housing and child care subsidies). We can share the list with families and assist them in locating, contacting, and using community resources that support children and families' well-being and development.

VI. FAMILY INVOLVEMENT

Nodaway Valley Preschool encourages families to be very involved in their child's education by observing their children during the day when possible and meeting with staff. Family members are welcome to visit at any time during class sessions. Please communicate with the teacher prior to visiting and check in at the office when you do visit.

Teachers and administrators use a variety of formal and informal ways to become acquainted with and learn from families about their family structure and their preferred means of child-rearing practices and communication; and information about their socioeconomic, linguistic, racial, religious, and cultural backgrounds as they wish to share. Families are surveyed in enrollment paperwork and through other questionnaires during the year regarding their family, beliefs, and preferences. Home visits are conducted at the beginning of the school year. Families are invited to our Back to School Night to see the classroom, meet the teachers, and continue to build a strong partnership. Program staff communicate with families on at least a bi-weekly basis regarding children's activities and developmental milestones, shared care-giving issues, and other information that affects the well-being of their children. Family teacher conferences are held in both the fall and spring semesters, as well as when either party requests. At least one family night is held during the year.

Nodaway Valley Preschool values the time spent talking and interacting with families and developing strong, reciprocal relationships. As the teacher learns from the families' expertise regarding their child's interests, approaches to learning, and developmental needs, goals for your child's growth and development can be incorporated into ongoing classroom planning. Families are encouraged to share any concerns, preferences or questions with the preschool teacher or administration at any time.

Although in-person daily contact cannot be replaced, preschool staff also rely on notes home, emails, phone calls, newsletters, and Seesaw as alternative means to establish and maintain open, two-way communication.

Nodaway Valley Preschool invites you to become involved in one or all of the following ways, and welcomes other ideas as well.

- Support your child's daily transition to school by sharing information about your child's interests and abilities. Keeping the teacher informed of changes and events that might affect your child allows the teacher to be more responsive to your child's needs.
- Return all forms and questionnaires promptly.
- Attend Parent/Teacher conferences in the Fall and Spring semesters.
- Check your child's backpack each day.
- Participate in field trip activities.
- Share some of your talents in your child's class through activities such as: reading or storytelling, cooking, art, music, sewing, crafts, hobbies, your profession, or artifacts from trips you have taken.
- Share any of your family's cultural traditions, celebrations, or customs.
- Read all the material sent home with your child.
- Help with special events. Helping takes many different forms such as preparation of materials at home, making telephone calls, preparing, recruiting other volunteers, collecting donations for projects, setup before the event, or clean afterwards.

The school district will, to the extent possible, provide full opportunities for meaningful participation of the families with children with limited English proficiency, families with children with disabilities, including providing information and school reports in an understandable and uniform format and, including alternative formats on request, and, to the extent possible, in a language families understand.

HOME VISITS

As part of enrollment into our preschool program, we conduct home visits for each student. These are set up at the beginning of the year and typically are done prior to the first week of school. The teachers share about the program and parents are encouraged to ask questions and share insight that can help make for a successful year. If parents don't feel comfortable with the teacher coming to their home, they may also choose to meet at the school. This is an opportunity for parents to discuss their child's strengths and any concerns. The teacher is then able to use that information to better connect with their students. It is also a great way for parents to get to know more about the program and ask any questions they may have.

PARENT TEACHER CONFERENCES

The preschool program will have formal parent teacher conferences at the same time as the elementary school during the fall and spring. During the conference the teacher will share results of classroom assessments and samples of your child's work. Parents will have time to express concerns or ask follow up questions. Together, we can make a plan to continue to encourage your child's growth and development.

FAMILY NIGHTS

Nodaway Valley Elementary hosts a Title Family Night each year to strengthen the partnership between home and school. Families are encouraged to attend and participate in the engaging learning activities, educational resources, and opportunities to connect with school staff. These events help build strong relationships between families and the school while providing ideas and strategies to support student learning and success both at school and at home.

TRANSITIONS

Home-school connections are crucial to the transition to kindergarten or any other program, such as special education. The child's family provides the consistency and continuity necessary for a young child to be successful. Making a change from one program to another can sometimes be difficult for a young child whether the transition is within the same building or in another location. Teaching staff will partner with the family to make the transition as smooth as possible by connecting family members with the next program's staff. Preschool staff will provide information about enrollment policies and procedures, program options, and arrange for a classroom visit whenever possible.

VII. HEALTH AND SAFETY

Nodaway Valley Preschool is committed to promoting wellness and to safeguard the health and safety of 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 Iowa Quality Preschool Program Standards, regulatory agencies and pediatric authorities in the field.

HEALTH AND IMMUNIZATION CERTIFICATES

Within six weeks after a child begins the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics.

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 exemption.

HEALTH AND SAFETY RECORDS

At the beginning of each school year, during registration, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to an alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

Health and safety information collected from families will be maintained on file for each child in the school nurse's office. Files are kept current by updating as needed, but at least quarterly. The content of the file is confidential, but is immediately available to administrators or teaching staff

who have consent from a parent or legal guardian for access to records; the child's parent or legal guardian; and regulatory authorities, upon request.

Child Health and Safety Records will include:

1. Current information about any health insurance coverage required for treatment in an emergency;
2. Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results;
3. Current emergency contact information for each child, that is kept up to date by a specified method during the year;
4. Names of individuals authorized by the family to have access to health information about the child;
5. 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);
6. Individual emergency 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
7. 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. Staff implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

GENERAL HEALTH AND SAFETY GUIDELINES

- All staff must be alert to the health of each child, known allergies, or special medical conditions.
- Under the supervision of the preschool teacher, all staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff are to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff are familiar with evacuation routes and procedures.
- All teaching staff complete "Occupational Exposure to Bloodborne Pathogens" annually.
- At least one staff member who has a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.

ILLNESS POLICY AND EXCLUSION OF SICK CHILDREN

For the health and safety of all the children, it is mandatory that sick children not be brought to school. We follow the Iowa HHS Child Illness and exclusion criteria for education and child care setting to aid in a healthy environment. If your child falls under these guidelines, we ask that they not attend school. For more information, refer to our [Too Sick for School?](#) document on the Nodaway Valley Website. This document can be located underneath the parents tab, and the Resources/Notices/Forms page.

Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably, if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group, or if keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.

A student who becomes ill or is injured at school must notify his/her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician.

General guidelines followed include sending a student home with any fever at or above 100.4 degrees Fahrenheit and/or vomiting. The student will need to be fever free (without fever reducing medications like Ibuprofen or Tylenol) and/or vomit free for 24 hours before they can return to school.

REPORTING COMMUNICABLE DISEASES

Staff and teachers provide information to families verbally and in writing about any unusual level or type of 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

Students may need to take prescription or non-prescription medication during school hours. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for the administration of the medication as well as parental authorization to administer the medication. These forms are also available online or in any of the NV buildings. [2026-27 Medication Authorization](#)

The school nurse or qualified designee holds medication in a locked cabinet and will distribute it. Medication must be in the original container with the following information either on the container, in the instruction sheet, or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times, and duration; name, phone number of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; emergency number for parents; identified way to send medications back and forth from school; and identified way for school nurse to communicate with parents for refill of medications.

Students who are using medication that requires immediate availability (e.g., asthma inhaler, epipens) may carry their own medications. In cases where these types of medications are kept in the nurse's office, they will remain unlocked, and kept in a safe place at all times so that they can be obtained in an emergency situation.

HEALTH SCREENING

Throughout the year, the school district sponsors health screening for vision, dental, and hearing. Students are automatically screened unless the parent submits a note asking the student to be excused from the screening. The school encourages students to see their dentist and eye doctor routinely as well. The grade levels included in the screenings are determined annually and follow state requirements/laws. Upon a teacher's recommendation and/or a parent request, students not scheduled for screening may also be screened. Grades preschool through 6th grade have hearing screenings annually; Kindergarten and 3rd grade have vision screenings annually; and Kindergarten and 9th grade have dental screenings annually. Any concerns with a students grade 7th through 12th grade can be addressed as well.

CLEANING AND SANITIZATION

The facility will be maintained in a clean and sanitary condition. 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. 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, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents.

Routine cleaning will be supervised by the preschool teacher and will follow the Cleaning and Sanitation Frequency Table recommendations from IQPPS. A checklist will be completed as indicated in the table.

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. Nontoxic substances will be used whenever possible.

HANDWASHING PRACTICES

Frequent hand washing is key to prevent the spread of infectious diseases. Teachers 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 (use of wet wipes is acceptable for infants);
- 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.

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

- using liquid soap and running water;
- rubbing hands vigorously for at least 10 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

A first aid kit is located in the preschool classroom next to the door. 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 preschool classroom 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 is maintained and available upon request. Fire drills are conducted four times a year.

DISASTER PREPAREDNESS AND EMERGENCY EVACUATIONS

Periodically, the school holds emergency fire, tornado, and safety drills (Standard Response Protocol) Periodically, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. School districts must have two fire and two tornado drills before December 31 and two fire and two tornado drills after January 1 each school year. We are now required to have one intruder drill each school year.

MEDICAL EMERGENCIES AND NOTIFICATION OF ACCIDENTS OR INCIDENTS

The Nodaway Valley Community School District has in place an Emergency Operations Plan that describes emergency procedures related to situations, such as:

- Fire Procedures
- Utility Failures
- Severe Weather
- Bomb Threats
- Physical Threats/Armed Intruder
- Evacuations
- Crisis Intervention Plans and Media Procedures
- Basic Procedures for Emergency Care

This Plan is kept in every office and each teacher has access to the plan.

In the event that your child receives a minor, non-life threatening injury during their time at preschool, our teacher 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 on an “Injury and Illness” form and a copy will be given to the parent within 24 hours of the incident.

INCLEMENT WEATHER

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over the radio, television stations, and JMC, the schools information system. The missed day may have to be made up at a later date. The following stations are notified by the school:

Television Stations		Radio Stations	
WHO	Des Moines	KJAN	Atlantic
KCCI	Des Moines	KMA	Shenandoah
		KSIB	Creston
		KKRF	Stuart
		KSOM	Atlantic

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means.

If you would like to receive school cancellations and/or early dismissal notifications through your email or cell phone, sign up for the alerts on your JMC account.

PROTECTION FROM HAZARDS AND ENVIRONMENTAL HEALTH

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.

The preschool classroom building 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.

SMOKE FREE FACILITY

In compliance with the Iowa Smoke Free Air Act of 2008, Nodaway Valley Preschool in the Nodaway Valley Community School buildings and grounds are smoke free. A "No Smoking" sign meeting the law's requirements is posted at the entrance to the building to inform people that they are entering a non-smoking place. No smoking, including vaping, is allowed on the school grounds or within sight of any children.

CHILD PROTECTION POLICIES

The health and well being of every child in our care is of the utmost importance and the protection of children is our responsibility. An applicant or volunteer for temporary or permanent employment with the preschool program involves direct interaction with or the opportunity to interact and associate with children must execute and submit an affidavit of clearance from any and all crimes against a child or families. In addition, no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children.

The program has 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 teaching staff complete "Mandatory Reporter: Child and Dependent Adult Abuse" at least every five years and within six 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. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. Any alleged student abuse by school employees will be investigated by the Department of Health and Human Services (HHS).

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. The school district has a designated Level I investigator.

SUBSTANCE ABUSE

Persons under the influence of drugs or alcohol will not be permitted on the premises of the Nodaway Valley Preschool. At no time will children be released to a person under the influence of alcohol or drugs.

VOLUNTEERS

Parents are encouraged to visit their child's classroom to become better acquainted with our programs and to observe their children at work. Please call and speak with your child's classroom teacher to set up an agreed upon time. School visitors are asked to stop at the elementary office window, sign in and gain a visitor's badge.

As a visitor checks into the office, they will be given a visitor's badge to wear. If staff and/or students see someone in the hallway they do not know and they do not have a visitor's badge, they are asked to notify the office immediately.

VIII. STAFF

GENERAL INFORMATION

The Nodaway Valley Community School district has written personnel policies that define the roles and responsibilities, qualifications, and specialized training required of staff and volunteer positions. The policies outline nondiscriminatory hiring procedures and policies for staff evaluation. Policies detail job descriptions for each position, including reporting relationships; salary scales with increments based on professional qualification, length of employment, and performance evaluation; benefits; and resignation, termination, and grievance procedures. Personnel policies provide for incentives based on participation in professional development opportunities. The policies are provided to each employee upon hiring.

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.

HEALTH ASSESSMENTS

The preschool program maintains current health information from documented health assessments for all paid preschool staff who work more than 40 hours per month and have contact with children. A current health assessment (not more than one-year-old) is received by the program before an employee starts work. Documented health assessments include:

- Capacities and limitations that may affect job performance

Confidential personnel files, including applications with record of experience, transcripts of education, health-assessment records, documentation of ongoing professional development, and results of performance evaluation, are kept in a locked filing cabinet in the Superintendent's office.

ORIENTATION

Employees must know their role and duties. New preschool teaching staff will be required to participate in an initial orientation program that occurs before working with students that introduces them to fundamental aspects of the program operation including:

- Program philosophy, mission, and goals;

- Expectations for ethical conduct;
- Individual needs of children they will be teaching or caring for;
- Accepted guidance and classroom management techniques;
- Daily activities and routines of the program;
- Program curriculum;
- Child abuse and reporting procedures;
- Program policies and procedures;
- Iowa Quality Preschool Program Standards and Criteria;
- Regulatory requirements.

The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. The business manager will explain payroll procedures, employee benefit programs and accompanying forms to the employee. Regular employees ineligible for the school district's group health plan will be given information regarding where they can obtain health care or health care insurance.

STAFFING PATTERNS AND SCHEDULES

The preschool program is in compliance with staff regulations and certification requirements. Our program follows requirements for staffing for Iowa's Quality Preschool Program Standards of maintaining an adult/child ratio of at least 1:8 at all times. The program administrator will maintain lists of current substitutes for both the preschool teacher and the preschool teaching assistant in case of absence. If one of the teaching staff needs to temporarily leave the classroom, the person will call the elementary office to arrange for coverage in order to maintain the adult/child ratio.

Staff are provided space and time away from children during the day. Should staff work directly with children for more than four hours, staff are provided breaks of at least 15 minutes in each four-hour period. In addition, staff may request temporary relief when they are unable to perform their duties.

STAFF DEVELOPMENT ACTIVITIES

Personnel policies provide for incentives based on participation in professional development opportunities. All teaching staff continuously strengthen their leadership skills and relationships with others and work to improve the conditions of children and families within their programs, the local community, and beyond. Teaching staff are encouraged to participate in informal and formal ways in local, state, or regional public-awareness activities. They may join an early childhood group or organization, attend meetings, or share information with others both at and outside the program.

Teaching staff will be informed of professional development opportunities provided by the Green Hills Area Education Agency and/or from other entities that provide quality early childhood education professional development. Staff are expected to attend all staff training and meetings throughout the year. Training will focus on early childhood topics relevant to the program and community.

EVALUATION & PROFESSIONAL GROWTH PLAN

All staff are evaluated per Nodaway Valley Community School District certified handbook standards by an appropriate supervisor. Staff also evaluate and improve their own performance based on ongoing reflections and feedback from supervisors, peers, and families. From this, they develop an annual individualized professional development plan with their supervisor and use it to inform their continuous professional development.

IX. Notices

SCHOOL FEES

The school district charges fees for certain items, books, lockers, classroom materials, and class dues. Parents/guardians and students who have concerns about the fees should contact the principal.

	Fee	Partially Waived Fee
Adult Activity Ticket	\$150.00	
Family Activity Ticket Pass (not required)	\$275.00	
Lunch Fees (PreK-4)	\$2.85 single meal	\$0.40
Lunch Fees (Adult)	\$5.00 single meal	
Breakfast Fees (PreK-4)	\$2.00 single meal	\$0.30
Breakfast Fees (Adults)	\$2.75 single meal	
Milk	\$0.50	
Preschool Tuition	\$150.00/month	

MONEY TO SCHOOL

It is always a good policy to pay school expenses by check or on-line. All checks should be made payable to the Nodaway Valley Community School District. Students bringing cash to school should be especially careful and turn it in as soon as they reach school. Please send money to school in a sealed envelope with the child's name, amount enclosed, and what it is for clearly labeled on the outside of the envelope.

Student Fee Waiver and Reduction Procedures (Board Policy 503.03R1)

The board recognizes that while certain fees charged to students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers, or temporary waivers, depending upon the circumstance and the student or student's parents' ability to meet the criteria.

Waivers

Full Waivers - a student will be granted a full waiver of fee charges by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.

Partial Waivers - a student will be granted a partial waiver of fees charged by the school district, if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. (A partial waiver shall be based on the same percentage as the reduced price meals or 40%.)

Temporary Waivers - a student may be eligible for a temporary waiver of fee charges by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

Application - Parents or students eligible for a fee waiver shall make an application on

the form provided by the school district. Applications may be made at any time but must be renewed annually.

Confidentiality - The school district will treat the application and application process as any other student record, and student confidentiality and access provisions will be followed.

Appeals - Denials of a waiver may be appealed to the Superintendent of Schools.

Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

Notice - the school district will annually notify parents and students of the waiver. The following information will be included in registration materials and printed in the **parent handbook /student handbook**.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the secretary at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

STUDENT INSURANCE (see also Board Policy 507.06)

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office.

HAWK-I INSURANCE FOR CHILDREN

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, and hospital services, to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the website at <http://www.hawk-i.org/> for more information.

NOTICE OF DISCRIMINATION

It is the policy of the Nodaway Valley 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 the district's equity coordinator: Elementary Principal James Larson, Nodaway Valley Community School District, 324 NW Second Street, Greenfield, IA 50849, Phone: 641-630-1042 Email: james.larson@nodawayvalley.org. This individual has been designated by the District to coordinate the District's efforts to comply with federal and/or state non-discrimination laws.

HOMELESS CHILDREN AND YOUTH (see also Board Policy 501.16)

Students who experience homelessness must have access to educational services for which they are eligible, including Special Education programs, English Language Learners programs, Gifted and Talented Programs, Voc./Tech. Programs, and School Nutrition Programs. For more information on the rights of and services available to children and youth experiencing

homelessness, please contact Mr. James Larson, 641-630-1042,
james.larson@nodawayvalley.org

ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 ([AHERA](#)) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. A certified asbestos inspector, as required by AHERA, has inspected the school district facilities. The inspector located, sampled, and determined the condition and hazard potential of all materials in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.