

West Liberty

Early Learning Center

2024-2025



Notice of Nondiscrimination

Non-Discrimination Policy Statement: Full grievance procedures may be found in school board policy and online on our school district webpage. It is the policy of the West Liberty Community School District not to discriminate on the basis of age, race, creed, color, gender, sexual orientation, gender orientation, socioeconomic status, marital status, national origin, sex, religion, disability, or genetic information. There is a grievance procedure for processing complaints of discrimination. Any person having inquiries concerning the District's compliance with federal and/or state non-discrimination law is directed to contact: Andrew Genz District Equity Coordinator, WL High School, 310 W. Maxson Ave., 319-627-2115 extension 5003, or email agenz@wl.k12.ia.us

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West Liberty Community School District

1103 N. Elm Street, PO Box 228 West Liberty, IA 52776-0228
Phone: 319-627-2116 • Fax: 319-627-2963
www.wl.k12.ia.us

Letter from the Principal

Dear Families,

It is with great pleasure that we welcome you to the West Liberty Early Learning Center! We are extremely proud of the programs we offer our students and families. Due to our ever changing society we will continue to provide the best education possible to your child. It may look differently from when you were in school, but different is not bad, it is just different. We look forward to moving forward with our educational adventure with you and the students.

We have developed this handbook to help you and your parents learn as much as possible about school policies, procedures, and the services we offer students. This is a quick reference guide that you will find useful throughout the school year.

Whether you are joining our West Liberty family for the first time or have been a member for years, we encourage you to become an active member of our school. We have various family evenings where you can come with your child and experience learning that is happening. In addition to the academics we offer many other educational experiences for you and your family.

We thank you for your understanding that not every possible situation can be foreseen and included within these pages. This by no means is a complete list of all of the rules and regulations of the school. All West Liberty School District school board policies can be found on our school website: www.wl.k12.ia.us. The administration reserves the right to add, delete or change procedures in this handbook as necessary.

We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year.

Sincerely,
Kirk Ryan, Principal
Dawn Kruse, Assistant Principal

Parents as Partners

West Liberty Schools provides many opportunities for parents to be involved in their child's education and recognizes parents as partners. Parent involvement in their child's experience enhances the ability of parents and staff to work together to support a child's growth and learning. At the same time, West Liberty Schools can assist families with locating resources they may need to achieve family goals. Parents are encouraged to volunteer at the ELC, attend home/school visits, attend parent/teacher conferences, attend family nights, attend Head Start Council meetings, and our Parent Teacher Organization meetings.

West Liberty ELC Directory

806 N Miller Street, West Liberty, IA 52776

Office: 319-627-5089 Fax: 319-627-2039

Telephone Numbers

West Liberty Early Learning Center	627-5089
West Liberty Elementary	627-4243
West Liberty Middle School	627-2118
West Liberty High School	627-2115
Administration Office	627-2116

Office Hours & Times

Early Learning Center Office Hours: 7:00 a.m. – 3:30 p.m.

Student School Day Hours

Class Time: M, T, Th, F 8:05 a.m. to 3:00 p.m.

W 8:05 a.m. - 1:30 p.m.

Breakfast: 7:35-8:00

Position

Principal
Assistant Principal
Secretary
Secretary
Nurse
School Counselor
School Counselor
Instructional Coach
Preschool
Preschool
Preschool
Preschool
Special Education

Staff Name

Kirk Ryan
Dawn Kruse
Sonia Cuba De Plum
Cynthia Becker
Kayla Morrison
Karla Madrigal
Annie Butler
Cindy Lopez
Emily Reed
Jackie Buysse
Sarah Close
Kaylee Fetters
Heather Birkhofer
Stephanie McKillip

Staff -mail Address

kryan@wl.k12.ia.us
dkruse@wl.k12.ia.us
scubadeplum@wl.k12.ia.us
cbecker@wl.k12.ia.us
kmorrison@wl.k12.ia.us
kmadrigal@wl.k12.ia.us
abutler@wl.k12.ia.us
cgonzalez@wl.k12.ia.us
ereed@wl.k12.ia.us
jbuysse@wl.k12.ia.us
sclose@wl.k12.ia.us
kfettters@wl.k12.ia.us
hbirkhofer@wl.k12.ia.us
smckillip@wl.k12.ia.us

Attendance (This is subject to change based on state law that was passed in 2024)

Students are expected to be in school unless they are ill or must miss class because of unavoidable circumstances. The importance of regular attendance in school cannot be overemphasized. Missing school does not give the child the foundation that is received by regular attendance. Additionally, excessive absences can lead a child to a pattern of chronic absences.

At times absences are unavoidable. The school will work with all parents whose children are sick or must miss school because of an emergency. We encourage your child to be in school if at all possible.

If your child is ill or an emergency has arisen which requires that your child misses school, please call the school **(319 627-5089)** before 9:00 A.M. You may leave a message for us 24/7 at 319 627-5089. If the office does not know why a child is absent, an attempt will be made to call a parent at home or work. This will assure us that your child has not missed the bus, gotten lost, or been injured on the way to school. If a parent has not contacted the school during the child's absence, a written statement of the nature of the absence must be given upon the student's return.

Any student reporting after 8:05 A.M. will be counted tardy for that particular day. All students that are tardy must report to the office for a pass before reporting to the classroom. If a student arrives after 9:00 A.M. they are considered absent for the morning.

If a student misses school 10 or more days per year a parent conference will be held. Preschool students may be dismissed from the program due to excessive tardies and/or absences. The Iowa Legislature has enacted a law that parents of students enrolling in the statewide voluntary preschool program are required to abide by the attendance rules of the school district.

Classroom Entry

Each child admitted to the ELC is required to have a current and comprehensive well-child physical examination, current immunization on file, dental and vision screening.

Confidentiality

All family information and children's files are kept strictly confidential. Only authorized ELC representatives have access to these files. However, West Liberty School District is obligated to provide access to children's files to our state-licensing representatives. Parents and legal guardians have the right to receive and/or obtain copies of their child's files upon written request.

Dismissal

Half day students are dismissed at 11:00 a.m., and full day students are dismissed at 3:00 p.m.

For those parents not able to accommodate these hours, the Before and After School Program is offered for a fee. For more information please contact the office.

Parents who drop their children off early or are late to pick their child up will be given three warnings. Upon each violation of the policy the parents will be issued a citation by the principal. Should parents continue to disregard the policy more than three times, the Department of Human Service (DHS) or West Liberty Police will be notified.

Schedules

There is no teacher supervision of students before 7:35 a.m. For a fee, the Before and After School Program is offered for students who must arrive before 7:35 A.M. or stay after 3:00 P.M.

The following chart illustrates the West Liberty Early Learning Center bell schedule:

Monday - Friday

Doors open	7:35
Start/Tardy Bell	8:05
Walker/Bus Rider Dismissal	3:00 (1:30 on Wednesdays)

Students are dismissed at 11:00 am for $\frac{1}{2}$ day students, and 3:00 pm for full-day students. **Families who are continually late picking up their children (11:10/3:10 or later) will receive a verbal or written warning from the principal.**

After three reminders, a meeting will be scheduled with the principal to discuss after school arrangements. Should parents continue to disregard this policy, the Department of Human Services (DHS) or West Liberty Police Department will be notified.

Arrival and Dismissal Procedures:

Families will park in an appropriate parking space at or near the school and walk their child to the front door. You must bring your child's name card to pick up your child. If someone else is picking up they must also have the card. If someone besides the parent is picking up and they do not have their card, they will need to have an I.D. and a phone call will be made prior to releasing the child which may take some additional time.

Dismissal time is promptly at **3:00**. Parents/Guardians/Designated pick-up people must be on time to pick up the children

According to Iowa law, parents are required to make sure their children are properly restrained in a car seat when riding in a motor vehicle. The law states:

- A child under 1 year old who weighs less than 20 lbs. must be secured in a rear-facing child restraint system.
- A child under 6 years old must be secured in a safety seat or booster seat. A seat belt alone is not appropriate.
- Children ages 6-11 must be secured in a child restraint system or by a safety belt.

Because we are mandatory reporters we are required to notify authorities when children are not properly restrained. Staff are asked NOT to put students into cars. Parents or guardians must do so.

School Lunch

Breakfast and hot lunch are provided for a fee for all students every day at the West Liberty Early Learning Center. We encourage students to eat breakfast and lunch at school.

Information concerning free and reduced lunch is distributed to all patrons of the district at the beginning of the school year. Information about this program is also available in the office at any time during the school year.

At the beginning of the school year, every student will be issued an electronic numbered lunch card. This number will represent each child's individual account. Money sent to school for breakfast/lunch/preschool snacks will be deposited in an account for the child. Parents may deposit as much money as they desire into each child's account. This deposit may range from the amount of one lunch to the cost of all breakfasts and/or lunches and/or snacks for the entire year. Any money still in the lunch account at the end of the school year will be carried over to the next year.

Free and reduced lunches will be accounted for automatically at the appropriate rate. If your family would like more information about applying to have your child's breakfast and/or lunch price rate reduced, please contact the school office.

Should a student forget lunch/breakfast money, he/she will be allowed to charge a meal. When the student's account is at \$10.00 or less, a note will be sent home stating that money is needed for the lunch account. The past due lunch charges will be deducted off of the student's account when the student brings lunch money.

Due to our government funded preschool food program and Head Start regulations, preschool students are NOT allowed to bring personal food items (including gum and candy) into the center unless the child is on a physician-approved special diet or has a food allergy. Documentation of the diet requirements/allergies must be kept on file at the school.

<u>MEAL PRICES</u>	<u>Students</u>	<u>Adults</u>
Full Pay: Breakfast.....	\$2.15	\$2.65

	Lunch.....	\$3.00	\$4.30
Reduced:	Breakfast.....	\$0.30	
	Lunch.....	\$0.40	
Seconds:	Breakfast.....	\$1.00	
	Lunch.....	\$1.50	
Single milk:		\$0.55	

Due to food allergies, sensitivities, and other health concerns, food for parties must be prepackaged, have a label with ingredients, and must be on the “safe kids” recommended snack list.

Discipline

In order to promote consistent behavioral expectations, the West Liberty Early Learning Center utilizes a school-wide positive behavioral system. Each student is made familiar with the plan and the consequences that can occur. This plan is used as a teaching tool to enable students to make positive behavior choices. Teachers model, praise, and redirect students throughout the day.

Should a student receive numerous consequences on a frequent basis, the principal will arrange for a meeting with the parent(s). Please see [this link for our behavior matrix](#) for more information about discipline

Under no circumstances may a staff member inflict, or cause to be inflicted, corporal punishment upon a student. "Corporal punishment" means the intentional physical punishment of a student. An employee's physical contact is reasonable and necessary in some circumstances for the proper control, training, or education of the student, and is not for the punishment of the student.

Dress Code

In order to maintain an environment of learning, school attire should be neat, clean, and appropriate. Student dress or personal grooming should not interfere with the normal, classroom educational process. Pants and shirts should not be excessively baggy. Clothing promoting alcohol, tobacco, or profanity will not be allowed. Students who wear hats or caps should remove them upon entering the building. Any dress code violations are handled on an individual basis.

Flip flops are discouraged due to safety concerns while on the playground.

Please send weather/season appropriate clothing. Layered items are best, sweatshirts for the cold, with a shirt underneath in case of warmth and can take off, if shorts can be worn under long pants for fall/spring - this will allow the temperature change during the day to be accounted for. Also, in wet, muddy and snowy weather, children are encouraged to wear weather conditioned shoes or boots to prevent wet feet and to bring tennis shoes that can be changed into. Adequate outer garments should be worn including a warm coat, hat, mittens or gloves, and snow pants.

Emergency Numbers

In the event of a serious accident or illness at school, parents will be called. If necessary, the emergency numbers documented during registration will be called. It is advisable to inform your relative, babysitter, or neighbor that you have given his or her number as an emergency contact and that they may need to come to school to pick up your child on your behalf.

Emergency Procedures

In the event of an emergency evacuation, students will be escorted to a safe location. Parents will be notified when and from what location students may be picked up. At no time are parents to pick up their child during the evacuation. **All parents must go to the safe location and follow the procedure for student release.**

Fire, Tornado Evacuation Drills

Fire drills and tornado drills are held regularly during the year as required by state law and are an important safety precaution. Directions are posted in each classroom. Students are expected to remain quiet during the drills and to move in an orderly manner.

In the case of fire, or the need for evacuation, all West Liberty Early Learning Center students and staff will move to a safe location and parents will be notified. Students will only be released to an authorized adult documented on the emergency card from the relocation center and may not be picked up while in transition.

Please be sure that the emergency information recorded for each child is accurate. In the event of a serious accident or illness at school, parents will be called. If necessary emergency responders will be called. Once the child is attended to and if the parent or guardian are not able to be contacted, the emergency contact(s) will be called. If at any point during the school year this information changes, notify the office immediately so that we may keep our records up-to-date.

Items Not Allowed at School

Due to health issues and good housekeeping, children are not to bring gum or candy to school.

Heelies, or any type of skate shoe, are not allowed to be used in the “skate mode” at any time on school property.

Children are discouraged from bringing extra money, toys, or other objects from home unless permission has been given by the classroom teacher. Items that are brought from home should be marked so that they can be easily identified. The school cannot assume responsibility for the loss or breakage of things brought from home.

Enrollment Guidelines

Children wishing to enroll in Pre-school must be at least four (4) years of age on or before September 15 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. **Children must be potty trained to attend the West Liberty ELC unless the child has a medical or educational Individualized Education Plan (IEP).**

Fees

In the event that your student’s preschool fees are not paid in full for two consecutive months, your child will be asked to attend A.M. only preschool. Additionally, parents will be responsible for transportation to and from the program.

Picking Up Your Child during the School Day

Students will be permitted to leave the school grounds under the following conditions:

- To be picked up by a parent or other adult with a written note or phone call from the parent stating the time and reason for dismissal.
- To accompany class members and teachers on a school related experience. In this case, a permission slip must be on file from the parent.
- Special permission from the principal or teacher.

In all cases, you must report to the office when you arrive to pick up your child. Your child will then be brought to the school office.

Lost and Found

We ask parents to label items such as backpacks, snow pants, boots, coats, hats, and mittens with the child's name. We keep a lost and found clothes line in the hallway. Children are encouraged to look at the clothes line for lost items. At the end of the semester, unclaimed items are donated to charity.

West Liberty Parent-Teacher Organization (PTO)

The West Liberty Parent-Teacher Organization is a group of parents who meet to discuss practical ways to impact children's education and support the students and staff of West Liberty Early Learning Center and West Liberty Elementary. The group organizes volunteers to help raise funds to promote learning and a sense of community within the school district. If you would like more information about this group and how to become involved please email the PTO president, Alex DeAlejandro at westlibertypto@gmail.com or visit their facebook page.

School Parties and Birthday Celebrations - Nutritional Foods

Parties at school will be held in the classroom for various holidays. **Nutritional treats/snacks are recommended.** Due to various health related needs treats/snacks **must be prepackaged with an ingredient label.** If treats do not have this they will not be served and will be sent home at the end of the day with the student. If for any reason, you do not wish your child to participate in these parties, please make sure you fill out the participation form at the beginning of the school year. This will bring your wishes to our attention, and other arrangements can be made for your child during this time.

We welcome a small celebration for a child's birthday. **Please send healthful snacks that support the district's Wellness Policy.** If your child has a summer birthday, we would encourage you to celebrate on the corresponding date in May or September. If your child brings a birthday treat, there must be enough for every child in the classroom. **District requirements only allow prepackaged food/treats or fresh fruit and vegetables to be brought into the classroom.** Some options that follow our district health and wellness policy are:

- Goldfish
- Granola bars
- Fruit Snacks
- Cheese sticks
- Juice boxes
- Fresh Fruit/Veggies (please make sure they are packaged if possible)

Other options might include stickers, bubbles, or chalk. Children are not to bring party invitations to school unless he or she is inviting all students in the class.

Animals at School

Pets are not allowed to visit classrooms, this is due to student allergies and health regulations.

Recess Exemption

Recesses (morning, noon, and/or afternoon) are a part of the school day and children are expected to participate in these periods. Almost always, a child who is too sick to go out for a few minutes at recess is too sick to be in school. We will be happy to honor a one-day request for a child to stay in from recess after an extended illness. However, a request from your family physician will be needed for a child to remain inside for more than one nonconsecutive day or two or more consecutive days.

Playground

West Liberty Early Learning Center provides a large play area with a variety of activities to interest all children. No toys or balls should be brought from home as the school issues play equipment.

Children will be instructed in playground rules that apply to safety and fair play. Supervising school staff will correct any unsafe behavior of students on the playground. At least one staff member outside on the playground will have a first aid kit with them during recess or outside times. There will also be a first aid kit that will be provided to staff members if they go on field trips, or walks off of school property.

Outside play is part of the classroom daily schedule and will be promoted by our program. The program utilizes the Iowa Department of Public Health Child Care Weather Watch chart to determine if weather is suitable for children to go outside.

Parents must sign the permission to apply sunscreen form to grant or decline permission for sunscreen application. Shaded areas are provided on the playground, but there are open sunny areas where students may play.

The playground is reserved for school programs from 6:00 a.m. until 6:00 p.m. School activities on the playground take priority over outside groups or programs.

Student Progress

Teachers at West Liberty Early Learning Center provide authentic assessments of student progress on a continual basis. To monitor student growth, teachers utilize one-on-one benchmarking procedures, running records, and grade level goals and objectives. Standardized assessments may also be

administered when deemed necessary. Reports of all assessments are communicated to parents during parent-teacher conferences and are recorded each trimester.

Report Cards

Formal progress reports are issued each trimester to parents. The reports are either discussed at parent-teacher conferences or sent home with the student in the Friday folder. Parents should discuss the progress report with their child. If there are any questions, please contact your child's teacher.

Conferences are scheduled for all parents during the first and second trimester. Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a child's progress.

Field Trips

The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required at the beginning of the school year for the student's participation in field trips during the year. Families are responsible for applying sunscreen, and insect repellent before they bring their child to school. If you would like to volunteer to come on a field trip please contact your student's teacher and let them know that you are available if needed. Any volunteer will need to go through a background check PRIOR to going on a field trip.

Pictures

Each year in September and March, all students will have the opportunity to have their pictures taken. Notification of the day pictures will be taken and price lists will be given to parents and students well in advance of the picture days. Pictures will be taken of each student for class composites and permanent records. Unless permission is denied at registration or at a later date, student images will be allowed for publication. Students may also be photographed in newspapers or recorded on video for media purposes.

Solicitation

Solicitation may not occur on school grounds. Students wishing to solicit staff sponsorship for bike-a-thons, walk-a-thons, Girl Scouts, Boy Scouts, and so forth, should do so outside of school hours and off school property.

Special Services

The West Liberty Community School District uses the services of the Mississippi Bend Area Education Agency to provide support services, whose main office is in Bettendorf. The closest auxiliary office is maintained in Muscatine. Students benefit from the many services provided by this agency. Among these are speech therapy, hearing testing, vision testing, psychological evaluations, and counseling.

Special Education - Some children have specific needs related to learning or behavior that may be handled by special instruction. A complete special education program with a qualified instructor is available to West Liberty Early Learning Center students. Certain guidelines, determined by the Iowa Department of Education, must be met for placement in this program.

Telephone Use During the Day

CALLING HOME

Students will **NOT** be called from class to answer the telephone except in cases of emergency. Students will be permitted to use the telephone for emergency situations only. Permission will be granted by the office or the classroom teacher.

Arrangements should be made before the student comes to school regarding plans to stay overnight with a friend or go to a friend's house after school. Students will not be given permission to use the telephone to make such arrangements.

If you would like to talk with your child's teacher, please call either before classes begin or after the students are dismissed. If you call during class hours and leave a message with the school secretary, the secretary will try to deliver the message before the end of the work day.

Teachers cannot leave children unattended, so in most cases, they cannot leave the room to take a call. Many other school employees are available for phone calls anytime during school hours and will gladly pass along messages. Please feel free to leave a message with one of the employees.

If you have a time sensitive or emergency message to report to school officials do not depend on voice mail messages. Please try calling back in a few minutes as employees have stepped away from their desks.

All calls regarding transportation must be received before 12:00 P.M.

Toilet Learning/Potty Training

Children must be potty trained to attend the West Liberty ELC, unless the child has a medical or educational Individualized Education Plan (IEP). For those students who have a medical or education IEP and are still in need of a diaper or pull-up, we have procedures in place for changing to occur in the nurse's office restroom. Changing procedures are hung in this area and gone over with staff who will be changing students by the school nurse. Parents will need to provide wipes and diapers/pull ups unless they qualify for Head Start. If questions concerning the procedures in place, please contact the school nurse.

Handwashing

Handwashing will be done at various times throughout the day by staff and students. Visuals on how to wash hands will be posted in restrooms.

- a. Arrival to school
- b. Preparing snack
- c. eating/breakfast/lunch, handling food, or feeding a child
- d. giving medication
- e. playing in the sand/water table or outdoors
- f. diapering/using the restroom
- g. Handling bodily fluids
- h. cleaning or handling garbage
- i. applying sunscreen

Translation/Interpretation

Strengthening the cooperation between school and home is very important to WLCSD and good communication with families is essential. If you need an interpreter in order to communicate with district personnel, please inform the building secretary or principal and they arrange for translation.

Transportation

Bicycle riding will not be permitted.

Nurse's Office

Illness:

The West Liberty Community School District has three nurses employed to oversee the health services of our students. A health record is kept on each student throughout his/her school career. All illness, immunizations, eye exams, etc. are recorded on this health record. If your child has a health problem, special health needs, has surgery, contracts a communicable disease or is on daily medications please notify the school nurse. In case of student illness, please contact the school office by 9:00 a.m.

EMERGENCY INFORMATION MUST BE KEPT CURRENT. We need the parent's work number, an emergency number to contact other than the parent, the family physician, and dentist on file. This information needs to be kept up to date. This will allow us to properly get a hold of you in case of an emergency, your child being sick, or other communication that we need to share with you as a parent. It is critical if you have an address change, phone number, or email address change to please notify the elementary office immediately, so we can make those corrections in our student information system.

The Iowa Department of Public Health recommendations for communicable diseases will be followed. If your child's temperature is over 100 degrees before school, you should make arrangements for him/her to stay home; do not give your child fever-reducing medication (Tylenol, Motrin, ibuprofen, Advil...) before sending them to school. **Students may be sent home from school if exhibiting symptoms of various illnesses.**

Examples of reasons students will get sent home:

- fever over 100.4
- upset stomach
- vomiting
- diarrhea
- pink eye
- unexplained rash
- general illness that is preventing them from participating in their normal activities.

Please do not send your child back to school for 24 hours following the last episode of diarrhea or vomiting. They may not return until they are free of fever for 24 hours without fever reducing medication.

If your child is sent home from school ill, they cannot return the following school day.

Health Screenings:

Hearing: During the school year, your child's hearing may be screened and/or tested by Mississippi Bend Area Education Agency (MBAEA) Audiologists or their assistants as a part of the annual State of Iowa Hearing Conservation Program. Follow up testing may occur if previous hearing results were not within normal limits. If you do NOT want your child to participate in the hearing screening program, please contact your school with this request.

Vision: Our local Lions Club will come in and do a vision screening for all of our students. A consent form will be sent home in the fall. Please contact the nurse if you have any questions.

Dental: Our local Iowa Department of Public Health iSmile will come in and do a classroom dental lesson and individual dental screenings. A consent form will be sent home in the fall. Please contact the nurse if you have any questions.

Medication Policy

Medications must be given at home whenever possible. If medication needs to be given at school, the school nurse or designee will administer all student medications to students. **The parent or guardian must provide all medications, prescription medications administered at school in the original pharmacy labeled container, and MUST BE dropped off at the office by an ADULT. Students should NOT bring any medication in their backpacks.** Two bottles may be requested from your pharmacy with one for home and one for school. Over-the-counter medication must be sent in the original container.

All medication needs must be communicated to the school nurse prior to administration. Appropriate documentation and signatures may be required. Over-the-counter medication consent is given in the online registration.

Head Lice

The West Liberty Community School District health services follow the recommendations of the Iowa Department of Public Health in the event of head lice. Parents are encouraged to regularly screen their children for lice. It should be assumed that head lice are in the community and schools at all times. Children who have head lice will not be excluded from school. Rather, a phone call or note will be sent home notifying the parent. It is recommended that treatment will be started before the child returns to school the next day. Please call the school nurse if you have any questions or are not sure how to check for head lice or what to look for.

Biting Behavior and Procedure

In the event that a child at the ELC should bite another child or staff member, the following steps should be taken regarding behavior guidance.

1. The nearest staff member will intervene and tell the biter to stop biting.
2. Staff members will then console the child that has been bitten.
3. Staff members will provide care for the child that has been bitten and refer them to the health associate.

4. The health associate will follow protocol for bites.
5. Teacher will discuss the reasons we don't bite with the biter.
6. Parents of both the biter and the victim will be contacted and informed of the situation.
7. If this happens more than once, the teacher and director will review the incidents to decide if further intervention is needed.

Cleaning and Sanitizing

The recommendations from NAEYC will be followed for cleaning and sanitizing of classrooms. This will be completed by the school custodian and/or preschool teacher, or paraprofessional who have had the direction given by the custodian or appropriate designee.

https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/accreditation/early-learning/clean_table.pdf