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Preschool Staff List

Christy Hulstein - Preschool Director; Lead Teacher  
B.A. Elementary Education, Dordt College  
Early Childhood Endorsement, Reading Endorsement, Special Education Endorsement

Brooke Byker – Lead Teacher  
B.A. Elementary Education, Northwestern College  
Early Childhood Endorsement

Elise Dooyema – Lead Teacher  
B.A. Elementary Education, Dordt College  
Early Childhood Endorsement, Reading Endorsement

Cheri Horstman – Lead Teacher  
B.A. Elementary Education, Dordt College  
Special Education Endorsement

Sarah Sjordsma – Lead Teacher  
B.A. Elementary Education, Dordt College  
Early Childhood Education Endorsement

Brenda Kraayenbrink – Paraprofessional  
Early Childhood Certificate

Sherry Visser – Paraprofessional  
Early Childhood Certificate

Contact Information  
Please contact Christy Hulstein (Director of Stepping Stones) at 712-449-8283 or chulstein@dordt.edu for additional information.
Program Overview

Mission Statement
The mission of Stepping Stones Preschool is to develop in children a love for God and a love for learning. We will provide opportunities to learn together, to play together, and to foster the academic and social skills needed for school success. Stepping Stones Preschool is a private, non-profit, faith-based preschool available to children in the Sioux Center community.

Purpose and Objectives
We believe that God created the World and everything in it (Genesis 1:1). Every child is ‘fearfully and wonderfully made’ (Psalm 139:13). In light of this truth, the Board and Staff of Stepping Stones Preschool commit themselves love every child in the name of Jesus Christ (John 15:12) as Christ loves us. The Board and Staff of Stepping Stones will partner with the home and church to provide a secure, safe, and loving Christian environment where children can develop spiritually, socially, emotionally, intellectually, and physically. We believe all of life belongs to God (Psalm 24:1-2) and comes under His Lordship (Colossians 1:18). Therefore, we will make every effort to imitate the love of God (1 John 3:1) in the teaching and learning environment.

Philosophy
Stepping Stones Preschool strives to provide a stimulating and enriching experience for each child. By using developmentally appropriate activities, we will focus on the emotional, mental, social, physical, and spiritual needs of each child in a caring and loving classroom environment. By creating purposeful and productive learning experiences, we will assist parent(s)/guardian(s) in nurturing their children’s love of learning.

History
Stepping Stones Preschool was started in 2012 as a cooperative effort between Dordt College, Bullfrogs and Butterflies Preschool, and The Learning Ship Preschool.

Dordt College Collaboration
Stepping Stones Preschool is operated under the jurisdiction of Dordt College. In addition to employing a lead teacher and paraeducator in each classroom, Dordt will place juniors and seniors majoring in Elementary Education to assist the teaching staff in each preschool classroom. This partnership will provide authentic classroom experience for Dordt Students and, most importantly, will positively reduce the student/teacher ratio in the classroom.

Program Goals
Our program identifies the following goals in each area of child development:

Social/emotional/spiritual:
- to become more aware of God’s presence in our world
- to learn to love God and others
- to develop a good self-image
- to develop independence and self-confidence,
to follow rules and routines,
to make friends, and learn what it means to be part of a group.

**Physical and Health and Safety:**
- to develop large muscle skills - balancing, running, jumping, throwing, and catching
- to develop small muscle skills to do tasks like buttoning, stringing beads, cutting, drawing, and writing
- to learn about how to care for the body, including healthy eating habits, the importance of exercise, and daily habits like keeping one’s hands clean, brushing teeth, etc.

**Cognitive:**
- to develop thinking skills such as the ability to solve problems
- to learn how to ask good questions
- to think through tasks logically

**Math and Science:**
- to introduce mathematical concepts such as sorting, classifying, comparing, counting, making patterns, and measurement
- to develop and use scientific reasoning and problem solving skills

**Communication, Language, and Literacy:**
- to use words to communicate with others, increasing each child’s vocabulary
- to develop skills in listening to and appropriate ways to participate in conversations with others
- to understand the purpose of print, recognize letters and words, and begin writing for a purpose.

**Creative Arts:**
- to experience and enjoy art, music, and rhythm and understand how they can use these gifts to glorify God,
- to interact with classmates, developing their social awareness as they participate their dramatic play

**Curriculum**
Stepping Stones has adopted [Creative Curriculum](#) and [Handwriting Without Tears](#) as foundational pieces of the program. Creative Curriculum is a project-based early childhood curriculum designed to foster the development of the whole child through teacher-led small and large group activities. Handwriting Without Tears aims to make legible and fluent handwriting an easy and automatic skill that students can master. Both programs provide lessons and activities which foster curiosity and incorporate age-appropriate activities. Our teachers will jointly plan activities based on weekly themes and child interest. Our program is also guided by the goals and objectives stated in the Iowa Early Learning Standards. The variety of methods and styles will benefit the many different style learners in the classroom.
Parent Handbook

Registration
A non-refundable registration fee of $40.00 will be due at the time of registration. Registration for the 2012-2013 school year will be on a first-come, first-served basis. Class sizes for the 3/4 year olds will be capped at 14 students and for the 4/5 years olds at 18 students.

Tuition rates are as follows:
- Tuesday/Thursday $120
- Monday/Wednesday/Friday $150
- Monday – Friday $210

Tuition payments will be due on the first session of each month. Contact the preschool director if you are interested in participating in automatic withdrawal. If payment is not received by the 10th of the month a $5.00 late fee will be added to the month’s tuition. If payment is not received by the end of the month the child will not be allowed to return to school until the month’s tuition is paid in full. Parent(s)/guardian(s) assume the obligation to pay on this schedule or will inform the preschool director if this becomes impossible. Tuition is required regardless of absenteeism. After August 1, registration is assumed to be for the entire year. An early exit fee equal to one month’s tuition is charged if a child is withdrawn during the school year except for conditions of extended illness or family relocation.

Admissions
Stepping Stones Preschool will accept three, four and five year old children. For the Four year old class, the child must have turned four by September 15. For the Three/Four year old class, the child must have turned three by September 15 and they must be toilet trained.

The child must be in good health and pass a physical examination by a medical doctor or health care provider within 6 months prior to the start of preschool. The family dentist’s name must be listed on the medical consent form but a dental exam is not necessary prior to preschool entrance. The State of Iowa requires that these forms be on file at the Preschool on the first day of school. If paperwork, including medical forms, authorization for pick up form, and enrollment form, is not turned in the child may be asked to stay home until all paperwork is at the Preschool.

The child must be current with required immunizations. The Iowa state law requires the immunization form be completed, signed by health care providers and parent(s)/guardian(s) and on file at the Preschool by the first day of class.

Hours of Service
Stepping Stones Preschool is open from 8:00 AM - 3:30 PM Monday-Friday. Classes are in session from 8:30 AM -11:30 AM and 12:00 PM -3:00 PM Monday-Friday.

Field Trip Policy/Non Center Activities
Field trips, which are activities that take place outside of the preschool building, will be taken to enhance your child’s learning environment, bringing authentic and relevant experiences into your
child’s school life. Field trips will be scheduled in advance and will be coordinated with the curriculum. They may include trips to Pumpkin Land, Pizza Ranch, or a local bank. Notes will be sent home in advance for you to sign if you want your child to participate in the field trip and giving cost and transportation information. In most cases, preschool will pay for the cost of the field trip. A bus or car with appropriate car seats will be used to transport the children; children will not be seated in the front seat of a vehicle.

We welcome your presence on field trips and will require volunteers to ensure an adult-student ratio of at least 3 adults for every 17 students.

If you choose to have your child not participate in the field trip, you are responsible for the child’s care during the scheduled time.

**Transportation**
Stepping Stones Preschool will not arrange car pools or provide transportation to or from school. A class list will be sent home to assist families who wish to carpool with one another. Preschool will follow Iowa Department of Human Services guidelines for transporting children to and from field trips.

**Unauthorized Pick-Up Policy**
Any adult picking up a child must provide identification. Under no circumstance, will children be released to a person who is unauthorized, under the age of 18, intoxicated or suspected of abuse. Under these circumstances, or if no one comes for a child, staff will make every attempt to notify:

1) Parent(s)/guardian(s)/guardians
2) Emergency contacts
3) Other individuals authorized to pick up the child. In the event that the staff is unable to contact any of these people and the child has not been picked up within 30 minutes after closing, the child will be considered abandoned. The Sioux County Sheriff and the Child Protection Agencies will be contacted.

Parent(s)/guardian(s)/guardians must give the preschool director a copy of any restraining orders that are in effect.

**Special Guests**
Children who attend Stepping Stones Preschool will experience personal attention from licensed teachers and paraeducators, as well as Dordt College students who are preparing to become professional early childhood educators. Children will also be involved with college students from other departments such as psychology, nursing, social work and more. Dordt students will participate in observations, field experiences, special events/activities, and practicum. This creates an opportunity for the children to be involved in many innovative and creative learning experiences, and be guided by individuals who are knowledgeable in child growth and development.
These college students, as well as other people from the community who may be invited into the preschool for a day, are considered ‘special guests’ and will not be given unrestricted access to preschool children. All special guests will be closely monitored and supervised by a licensed teacher and staff member.

**Children Requiring Special Accommodations/Children with Disabilities**

Stepping Stones promotes inclusive practice when enrolling children with special needs and strives to provide appropriate learning opportunities for all children regardless of disability (whenever possible and Stepping Stones can provide an appropriate educational environment). In accordance with Early Childhood Standards of Quality, the curriculum is designed to provide an appropriate environment and adult guidance to enable the participation of children with special needs. Stepping Stones Preschool Council will evaluate student needs and assess if Stepping Stones is able to benefit the child without compromising the education and safety of the other classmates.

Staff members working with special needs children will concentrate on the following five areas:

- early identification and early intervention
- inclusive education
- physical environment
- partnerships with parent(s)/guardian(s)
- multi-agency collaboration

**Unauthorized Access**

Stepping Stones will be responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care will not have unrestricted access, which means that a person has contact with a child alone or is directly responsible for child care, to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.

Stepping Stones will not allow people who have not had a record check assume child care responsibilities or be alone with the children. This directly relates both to child safety and liability to the center.

Someone who does not have unrestricted access will be supervised and monitored by a paid staff member at all times and will not be allowed to assume any child care responsibilities. Supervision means being in charge of an individual engaged with children in an activity or task to ensure they perform it correctly, and monitoring means to be in charge of ensuring proper conduct of others. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to conflict of interest with the person.

**Parental/Guardian Partnerships**

We recognize the importance of the church, home, and school relationship. We encourage parent participation both within the classroom and in special events. Parent(s)/guardian(s) will be
entitled to unlimited access to their children when at Stepping Stones Preschool, unless parental contact is prohibited by court order. Stepping Stones Preschool must be given a copy of any restraining orders that may be in effect.

Parent/School Communication
Communication between parent(s)/guardian(s) and staff is a vital part of how well your child does in school. We encourage you to be involved in your child’s education and meet with our preschool staff regularly. We will do our best to keep you informed of the activities and projects that your child is involved in. Emails and correspondence will be emailed or sent home with your child. A monthly calendar of events will also be sent home and announcements will be e-mailed.

Newsletters will be made available in Spanish if needed. Please contact the director or your child's teacher if communication with the teacher is difficult.

Special Events
Parent(s)/guardian(s) are encouraged to participate in special events, some of which are during class time, and others are evening events. Some of these include the beginning of the year Open House, Come and Visit Day, field trips, and the end of the year Preschool Graduation. Notification of these events will be sent home on monthly calendars and e-mail.

Parent/Teacher Conferences
Conferences will be scheduled during November. Additional conference times are welcomed at any time to discuss your child’s progress. Conferences will include a discussion with the teacher and a review of your child’s portfolio. Parent-teacher conferences will be scheduled twice a year: the first in November and the second in March or April. Either teacher or parent, as needs arise, may arrange additional conferences at any time.

Photo Use Policy
Stepping Stones will use photos of children for many purposes. They may be used for a special project/craft, identification of personal belongings, classroom/hallway decorations or Stepping Stones, or Dordt College publicity. Parent(s)/guardian(s) may request in writing to their site director that their child not be photographed for one or all of the mentioned purposes; parent(s)/guardian(s) will be asked to sign a photo release form along with their registration packets. Photos of students will not be posted to social media sites.

Program of Activities

Play
During the preschool years, a child’s work is playing. Play is an important part of your child’s development. Staff will engage children in various forms of play that will work on fine motor skills and gross motor skills.
It is our goal that preschool students will spend time working on gross motor skills in a structured play setting. Please make sure your child is dressed appropriately for outdoor play, movement in the gym, and field trips.

It is very important that children participate in outdoor play; staff and students will be outside often, weather permitting. Dress your child accordingly (see Clothing).

**Clothing**
The responsibility for dress and clothing rests with the parent(s)/guardian(s). The following list outlines some suggestions that will apply specifically to preschoolers:

- Provide clothing that is loose and has simple fasteners.
- All removable clothing should be labeled with your child’s name.
- Expect your child to get messy as “playing” with many different things are all part of development.
- Please ensure that your child has proper shoes so they can participate safely in outdoor and gym games.
- Please be sure to dress your child appropriately in clothing suitable for play. There may be times when our play gets messy or dirty. We try our best to keep clothing clean, but accidents do happen.

**Program Policies**

**Discharge Policy**
A student may be discharged from preschool if preschool policies are not being followed, tuition is not being paid, or if the child is not ready for a group learning experience. Disruptive behavior or physical aggression cannot be tolerated. Teachers will document any incidents of unacceptable behavior, reporting to the preschool director and to the child’s parent(s)/guardian(s). The parent(s)/guardian(s) will be notified that the student may not return to the preschool until a plan has been formed.

If the child has continuous disruptive behavior, or his/her needs are not best met in the group setting, the director may ask for the removal of the child in a confidential conference with the parent(s)/guardian(s). Re-admittance to the preschool at a later date may be considered.

**Absentee Policy**
If students will be absent from preschool for a day, parent(s)/guardian(s) must let the teacher or director know. Parent(s)/guardian(s) can email or call in to let the staff know why your child will be absent. It is important that staff know where students are at all times.

**Discipline Policy**
The preschool discipline policy includes positive reinforcement, redirection, and clearly stated expectations. If a child misbehaves in preschool, he/she is given verbal instruction to assist the child towards appropriate behavior. The instructor may redirect play or separate two children and
have them play in different areas if necessary. If verbal correction and play redirection are not effective, the child will be given a time out. Time outs will consist of a child sitting quietly for a short period of time. If misbehavior continues, a parent will be notified to pick up their child.

Teachers will supervise play and may join in to encourage appropriate play. Any inappropriate behaviors such as shouting, fighting, playing roughly with toys, throwing toys or hurting others will be redirected. Teachers will also suggest activities for children who are not playing. Corporal punishment, humiliation, mechanical restraints, verbal abuse, threats, or derogatory remarks are not acceptable forms of discipline at preschool. Our goal is to teach children how to make wise decisions that honor God, love others, and develop self-discipline within each student.

**Biting Policy**

Biting another child should never occur, but sometimes children get frustrated and will bite other children. We want to be supportive of parent(s)/guardian(s) as they teach their children not to bite, but at the same time we need to protect other children in our care. Consequently, we have the following policy regarding biting:

A bite that leaves red marks, bruising or broken skin will be reported to both children’s parent(s)/guardian(s) and an Incident Report will be written. Stepping Stones will suggest that a parent seek medical attention for a child if the bite they receive breaks the skin. If a child bites twice in 2 weeks (14 calendar days) a conference with the parent(s) and site director will be set up as soon as possible (within 24 hours of the second bite). The child may stay in child care only at the recommendation of the teachers and the director.

The director will review all recent incident reports involving the child, to look for patterns or other information that might be useful. At the parent conference an intervention plan will be developed. The age of the child, the child’s background, the classroom setting, and other extenuating circumstances will be considered. If the child does not stop biting, the child may be asked to take a break from the center. The length of the break will be determined by the director. Tuition may be adjusted for long breaks from the center with the director’s approval. Readmission to the center will be at the director’s discretion.

**Nutrition Policy**

Snacks and birthday treats: Snacks will be provided by the parent(s)/guardian(s) according to a calendar that will be sent home monthly. Healthy snacks are encouraged, and a list to aid in the planning of those will be sent home. This preschool follows CACFP standards. Water, napkins, cups, and utensils are provided by the preschool. Only snacks purchased from stores or licensed kitchens (bakeries, delis, etc.) are allowed. Nutrition labels will be required to accompany each snack. Hands will be washed before and after snack time.

Food allergies must be listed on the child’s information sheet. Exceptions are allowed for students with allergies or medical conditions if the parent(s)/guardian(s) wish to provide appropriate substitutions.

Birthdays are special times for children and will be celebrated with his or her classmates. Your
child may bring a treat to give his/her classmates. The birthday treats will be sent home to enjoy there. The monthly newsletter will list the dates we will celebrate each child's birthday or half birthday for summer birthdays.

Program Health Policies

Medical Information Required
Parent(s)/guardian(s) will be required to fill in and return all documentation handed out in the registration packet and must be filled out and returned to Stepping Stones Preschool. These will be kept on file.

- Parent(s)/guardian(s) will be responsible for obtaining a physical and statement of health from their physician.
- Parent(s)/guardian(s) must identify student’s dental and medical provider and written consent for emergency care.
- Parent(s)/guardian(s) must update immunization, physical and health records regularly.

Stepping Stones must be notified in writing of any allergy a child has and what medication is being taken.

Hand Washing Requirements and Cleanliness
Students, staff and visitors will be required to wash their hands upon arrival, before and after snacks, and also as needed throughout the session. Staff will show children how to wash their hands. Tables and bathrooms will be cleaned daily. Universal precautions will be followed when dealing with any blood or bodily fluid. All preschool staff have taken OSHA training.

If a child has an accident of either wetting or soiling their clothing the preschool staff will assist the child in the changing of their clothes in the restroom. Staff will put rubber gloves on to help remove the clothing, clean the child, and assist them in putting on clean clothes. The soiled clothing will be placed in a plastic bag. Parent(s)/guardian(s) will be notified about the soiled clothing.

Illnesses and Injuries
Children showing any signs of illness should be kept home until a proper diagnosis is made and treatment of health condition is completed. A child must be free from vomiting and diarrhea for 24 hours before returning to school. Stepping Stones must be informed if a child develops a communicable disease (Examples: pink eye, ring worm, chicken pox, lice, etc.). Please notify the director or your child’s teacher if your child is infected with a communicable disease.

Infectious Disease Control
If a child becomes ill while at preschool, staff will attempt to make the child comfortable but separate them from the rest of the children. The teacher will then call contacts as listed on the Student Profile Sheet. Notes will be posted on the board and information emailed home if
children are exposed to communicable diseases.

A First Aid kit will be kept and maintained in each class. This will be taken on field trips away from school. Kit will contain all items required by state law. When spending a significant time outdoors, sunscreen will be applied.

The entire indoor and outdoor campus is nonsmoking, and signs to that effect are posted at each entrance and exit.

**Medicine**
If a child requires medicine while at preschool, the teacher may administer this medicine if the parent has filled out and signed a notice form giving permission and specific instructions. The medicine must be brought to preschool in the original prescription bottle, not in a plastic bag or container from home.

**Dental Policy**
If a dental emergency arises (such as a chipped or knocked out tooth), the teacher will rinse the area and applies a cold compress on the face to minimize swelling. The parent is notified of the incident and picks up the child if the incident warrants. The teacher will also contact the child’s dentist if the incident requires treatment and/or at the parent’s request.

**Safety Policies**

**Injury and Medical Emergency Procedures**
If an injury occurs at school, an incident report will be filed. Parent(s)/guardian(s) will be notified of the injury as soon as possible by phone or e-mail. In the case of an emergency, Stepping Stones will follow the outlined responses in the Emergency Response Procedures Manual. This manual contains emergency procedures, phone numbers, and proper protocol in the event of many different types of emergencies.

**Accidents**
Medical advice is secured from the Sioux Center Health System and Clinic for accidents requiring medical attention. Parent(s)/guardian(s) will be notified as soon as possible if medical attention is required. Sioux Center Area Health System provides ambulance service if emergency transportation is needed.

In case of an accident, the teacher will care for the child and administers first aid if necessary. The teacher’s aide calls the child’s parent(s)/guardian(s) and the clinic or hospital if needed. An accident report must be filled out by the person who witnessed the accident and given to the parent(s)/guardian(s), or the person who picks up the child that day. A copy of the report must also be kept on file.
Poison
If a child swallows poison or gets a poisonous substance in his mouth or eyes, staff will call the Poison Control number immediately. Staff will tell them what substance was taken and how much was used and will give age and size of child. Staff will do exactly what they advise and then will call the child’s parent(s)/guardian(s). Poison Control phone number is by the telephone. For Poison Control call: 1-800-222-1222.

Daily Inspection for Health and Accident/Injury Prevention
The playground equipment, classroom environment, and classroom materials will be monitored and surveyed regularly. Materials posing a hazard will be disposed of or repaired.

Child Safety Policy
All employees of Stepping Stones are required to complete the Mandatory Reporting Class which provides information concerning child abuse. If the teacher or paraeducator feels there is evidence of abuse, they are required by the state to contact the Department of Human Services (DHS) at 737-2943.

Emergency Policies

Missing Children
If a teacher cannot find a child, the teacher will confer with other children and teacher’s aide as to exact time and location the child was last seen. The teacher will call 911 to report the missing child, giving pertinent information (what child was wearing, last time seen and by who etc.) and call the parent(s)/guardian(s) of the missing child. The teacher’s aide will stay with the other children, so the teacher can aid in a search until the search is taken over by the police and until parent(s)/guardian(s) arrive. Then the teacher will call the other parent(s)/guardian(s) to pick up their child immediately.

Fire Drills and Tornado Drills
These drills will be held monthly. Please discuss this with your child prior to starting preschool. Staff will teach children the proper procedures to follow and be with them throughout the drill. It is important that children are given several opportunities to practice these drills so that they will not panic and will know what is expected of them in the event of a real emergency.

Severe Weather Policy/Snow Days
In case of poor weather, please listen to KSOU (93.9 FM) and KDCR for cancellations. Cancellation of classes will follow that of the Sioux Center schools. If the Sioux Center schools start one hour late, we will start on time. A 10:00 start at the local schools will also cause preschool to start at 10:00. If local schools are released early or canceled due to the weather, Stepping Stones will follow the same schedule.
There is an allowance of five days in a calendar year for cancellation due to inclement weather conditions, without refund.

Stepping Stones Staff Handbook

Biting Policy
Stepping Stones Preschool wants to ensure that every child is safe while in our care. Our program will provide an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the preschool is our primary concern. This policy addresses the actions the staff takes if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He/she might be experimenting and trying to get the attention of the teacher or his/her peers. Toddlers are developing verbal skills and are impulsive and at times lack self-control. Sometimes biting occurs for no apparent reason. The preschool encourages the children to “use their words” if they become angry or frustrated. The staff members will maintain close and constant supervision of the children at all times.

Our teachers will plan activities and supervise carefully to prevent biting. There are times when everyone cannot be in immediate reach to prevent a bite. If biting does occur, the situation will be assessed and the teacher and teacher’s aide will determine if adequate supervision was used as this incident was happening. Often biting happens so quickly it is impossible to stop it. The staff will re-assess their supervision and decide if they can prevent another incident by watching the child prone to biting more closely. The child may need toys that are more satisfying to them so they are not bored and tempted to bite for attention.

Stepping Stones Preschool policy for handling a biting incident
The biter will immediately be removed from the group with a firm “No”. The bitten child will be consoled and the bitten area washed with soap and water. If necessary, ice will be applied to reduce any swelling or bruising. The biter will not be allowed to return to play and will be talked to on a level that he/she can understand, and behavior will be redirected.
If a teacher is bitten, they will wash the area with soap and water and use ice as necessary to reduce swelling and bruising.

A written incident report will be given to the parent(s)/guardian(s) of all children involved when they are picked up that day. The name of the biting child will not be released because it serves no useful purpose and makes an already difficult situation more difficult. The incident report will be kept in the filing cabinet in the Incident Reports folder. We will look intensively at the context of each biting incident for a pattern, in an effort to prevent future biting behavior and we will work with each child on resolving conflict or frustration in an appropriate manner.
We will try to adapt the environment and work with parent(s)/guardian(s) to reduce any stress the child may be under. We will make special efforts to protect potential victims. We will try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. If the Preschool board feels, that after working with the biting child, they are not ready to be in a structured setting, the board may ask for the removal of the child in a confidential conference with the parent(s)/guardian(s).

**Drug Policy**
Stepping Stones is a drug free work area. Employees or others violating these policies must participate in a rehabilitation program, be subject to suspension, termination, or other disciplinary actions set by Dordt College. Work areas include the buildings, school vehicles, and other areas used in connection with school activities.

**Alcohol and Controlled Substances**
No person who is believed to be under the influence of alcohol or controlled substances will be permitted to be on Stepping Stones property or in contact with the children. If the person providing transportation for a child arrives at the preschool and is incompetent of providing transportation (because of alcohol or a drug induced state), the preschool teacher or teacher’s aide first calls the child’s other parent (if applicable), to come and pick up the child and calls 911. The teacher will take down name and vehicle description and also license plate number if possible. If another parent is not available, the teacher contacts the person listed on the Emergency Consent Form. This person is asked to pick up the child and make arrangements for the incompetent driver.

If a visitor is intoxicated, they will be asked to leave and if they refuse the teacher or the aide will call the police while the other caregiver takes the children to a secure area if they appear to be at risk.

**Emergency Procedures**

*Infectious Disease Control*
Staff will wear disposable gloves when dealing with any blood or body discharge. All bags with infectious waste will be handled separately from other trash or placed inside a double lined bag to protect it.

*Carbon Monoxide Poisoning*
To reduce the risk of carbon monoxide poisoning, the preschool shall, on an annual basis prior to the heating season, have a professional inspect all fuel-burning appliances, including oil and gas furnaces, gas water heaters, gas ranges and oven, and gas dryers, to ensure the appliances are in good working order with proper ventilation.

*Dental Emergency Procedures*
Toothache: Rinse the mouth vigorously with warm water to clean out debris. Use dental floss to remove any food that may be trapped between the teeth. If swelling is present, place cold compresses on the outside of the cheek. (Do not use heat or place aspirin on the aching tooth or
gum tissues.) See the dentist as soon as possible.

Orthodontic problem (braces & retainer): If a wire is causing irritation, cover end of the wire with a small cotton ball, beeswax, or piece of gauze, until you can get to the orthodontist. If a wire is embedded in the cheek, tongue, or gum tissue, do not attempt to remove it. Go to the orthodontist immediately. If an appliance becomes loose or a piece of it breaks off, take the appliance and go to the orthodontist.

Knocked-out tooth: If the tooth is dirty, rinse it gently in running water. Do not scrub it. Gently insert and hold the tooth in its socket. If this is not possible, place the tooth in a container of milk or cool water. Go immediately to the dentist (within 30 minutes, if possible). Don’t forget to bring the tooth.

Broken tooth: Gently clean dirt or debris from the injured area with warm water. Place cold compresses on the face, in the area of the injured tooth, to minimize swelling. Go to the dentist immediately.

Bitten tongue or lip: Apply direct pressure to the bleeding area with a clean cloth. Apply cold compresses if swelling is present. Go to the emergency room if bleeding does not stop.

Objects wedged between teeth: Try to remove the object with dental floss. Guide the floss carefully to avoid cutting the gums. If not successful in removing the object, go to the dentist. Do not try to remove the object with a sharp or pointed instrument.

Possible fractured jaw: Immobilize the jaw by any means available (handkerchief, necktie, towel). If swelling is present, apply cold compresses. Call the dentist or go immediately to the hospital emergency room.

Emergency Plan for an Intruder
When a person who is not recognized enters Stepping Stones, the teacher or the aide will immediately go to the person and ask for identification. If an intruder (or other threatening person) enters the preschool, one caregiver will talk calmly to the intruder while the other caregiver immediately calls 911. The children will be removed from the area if at all possible.

Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their Site Manager or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the Emergency Plan for Intruder procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) is required to register with the Iowa sex offender registry (Iowa Code 692A):
• Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care.
• Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.

The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.

If written permission is granted it shall include the conditions under which the sex offender may be present, including:
• The precise location in the center where the sex offender may be present.
• The reason for the sex offender’s presence at the facility.
• The duration of the sex offender’s presence.
• Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.

The written permission shall be signed and dated by the director and the sex offender and kept on file for review by the center’s licensing consultant.

Fire Escape Plan
A fire drill will be held each month for each section of preschool. During a drill, children will evacuate the building and proceed immediately with their teacher to the designated area outside. Teachers will help any child with special needs. The children will line up on the sidewalk and the teacher's aide will count them after they have made sure everyone is out. A report must be written for each fire drill and signed by the teacher and teacher's aide.

In the event of a real alarm:
1. Preschoolers will proceed immediately with their teacher to the outside-designated area. Teachers will help with special needs.
2. Teachers will count their children and take attendance sheets, emergency information and cell phones with them. They will call 911.
3. Teachers will check bathrooms and closets for lost children and for possible sources of smoke or fire.
4. The teacher will check to verify an accurate recount of all persons.
5. They will determine the safest location for continued operations until children can be picked up and the safest path for the children and staff to get there. This is the designated parent/guardian pick-up point.
6. Teachers will call parent(s)/guardian(s) with information about the parent/guardian pick-up point. Transportation will be provided if it is required for evacuations.

Emergency routes and procedures are posted in each classroom.

Emergency Plan for Tornado
A tornado drill will be held each month. Staff and children will go to the designated classroom
and crouch down with hands protecting their heads. The teacher's aid will count everyone. A report must be written for each drill and kept on file.

In the event of a real alarm:
1. Children will go into men’s and women’s restrooms.
2. They are to crouch down with hands protecting their heads. The teacher's aid will count everyone and take the students' emergency numbers and medical information.
3. The children are to remain there until the all-clear signal is given.

If tornado damage occurs, the teachers will contact the parent(s)/guardian(s) to pick up their children. If damage is serious, the teachers will take the children to the safe place and follow the plan for structural damage.

*Guidelines for a Blizzard*
If there is a blizzard or blizzard warning and the preschool needs to dismiss early, the director or teacher will call the parent(s)/guardian(s) to come and pick up their children. If the weather is so severe that children cannot be picked up, they will stay in Sioux Center. Parent(s)/guardian(s) will make arrangements with a family in Sioux Center to house their child in case of a severe blizzard. The teacher and teacher’s aide will stay at the preschool until all children are picked up or placed in homes as arranged by the parent(s)/guardian(s).

If weather is unfavorable before school begins in the morning (icy roads, blizzard conditions, and extremely low temperatures) and the teacher determines it is not safe to take young children out, they will cancel class for the day. They will call the local radio stations, (KSOU and KDCR in Sioux Center) and the paraeducator. Stepping Stones Preschool will follow the Sioux Center schools with weather related announcements.

*Guidelines for Power Failures*
If the electrical power fails the children are brought to the northeast room with windows. If there is no power for an extended amount of time, the parent(s)/guardian(s) are called to pick up their children. Teacher and aide will determine seriousness of the outage based on the weather and temperature. All attempts to keep children comfortable and safe will be made. The rooms have natural light, but flashlights will be kept in the first aid kits.

*Guidelines for Bomb Threats*
If a bomb is threatened, the teacher will immediately call 911. The fire plan will be activated, and students will not return until the building is secure. Staff will follow recommendations from emergency personnel as instructed. Appropriate transportation will be used to transport children to a secure location and parent(s)/guardian(s) will be notified.

*Guidelines for Chemical Spills*
If any chemical is spilled, the teacher will carefully supervise the children so nothing is touched or disturbed. The teacher’s aide will immediately call 911 and the Fire Plan will be activated. If the spill results in the necessary evacuation of the area, the teacher will take an emergency kit and the list of emergency telephone numbers and proceed to a safe area. Parent(s)/guardian(s)
will be notified. For a severe spill, teachers will follow the instructions given by emergency personnel after calling 911.

**Guidelines for Structural Damage**
In case of structural damage, all those present will exit the building immediately, and teachers will count the children to make sure all are present. The teacher will lead the children to the designated safe area. The teacher aide will take an emergency kit and list of emergency telephone numbers. The teacher will stay with the children while the teacher aide calls 911 and calls parent(s)/guardian(s) to pick up their children if damage is severe. No one will return to the preschool until the building is declared safe. If transportation is needed the First Reformed bus will be used.
JOB DESCRIPTION

JOB TITLE: Preschool teacher

DEPARTMENT: Education- Preschool Teacher

REPORTS TO: Preschool Director

PURPOSE OF POSITION:
Primarily responsible for planning and teaching children enrolled in Stepping Stones Preschool

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Plans/submits/implements standards-based lessons to Director on a weekly basis.
- Communicates supplies and resources needed to director.
- Enrolls and participates in classes and seminars beneficial to teaching.
- Keeps teaching license current and stays up-to-date with mandated requirements (CPR, Mandatory Reporting, First Aid, etc.)
- Schedules and leads parent teacher conferences two times per year.
- Assesses students on a regular basis and completes report card twice/year for each child.
- Arrives at least 30 minutes before class begins and stays 30 minutes after class ends.
- Conducts fire and tornado drills at least once a month and records them.
- Keeps the learning environment clean.
- Collaborates with paraeducator and college intern
- Greets children and assists with handwashing when children arrive.
- Maintains positive relationship with parent(s)/guardian(s) and community.
- Communicates with parent(s)/guardian(s) via a blog spot, Facebook, email or newsletter each week.
- Performs other teaching duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:
- BA in Elementary Education (early childhood endorsement preferred) or a B.A. in Early Childhood.
- Ability to establish and maintain positive working relationships with students, parent(s)/guardian(s), Dordt Education Department, paraprofessional, and community.
- Strong verbal and written communication skills.
- Organizational skills needed to maintain a classroom.
- Ability to access a situation and act quickly and efficiently.
- Ability to work as a team
- Ability/willingness to mentor college interns
JOB DESCRIPTION

JOB TITLE: Preschool Paraeducator

DEPARTMENT: Education - Preschool Paraeducator

REPORTS TO: Preschool Director

PURPOSE OF POSITION:
Primarily responsible for assisting in planning and teaching children enrolled in Stepping Stones Preschool.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Love, honor, and respect each student.
- Communicate daily with preschoolers and their parent(s)/guardian(s).
- Help set up Learning Centers for each day.
- Lead game or activity at the end of the day.
- Make sure parent(s)/guardian(s) sign-out children at the end of the day.
- Write and distribute notes of encouragement to students.
- Record assessment for students.
- Communicate supplies and resources needed to director.
- Keep credentials current and stays up-to-date with mandated requirements (CPR, Mandatory Reporting, First Aid, etc.)
- Arrive at least 30 minutes before class begins and stays 30 minutes after class ends.
- Serve snacks and clean up any spills.
- Greet children and assist with hand washing when children arrive.
- Perform other assisting duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:
- Preference given to candidates holding a CDA or coursework in early childhood education.
- Ability to collaborate and maintain positive working relationships with students, parent(s)/guardian(s), Dordt Education Department, classroom aid, and community.
- Strong verbal and written communication skills.
- Organizational skills needed to maintain a classroom.
- Ability to access a situation and act quickly and efficiently.
- Ability to work as a team
JOB DESCRIPTION

JOB TITLE: Preschool Director

DEPARTMENT: Education- Preschool

REPORTS TO: Area Leader Education Department

PURPOSE OF POSITION:
Primarily responsible for assisting in planning and teaching children enrolled in Stepping Stones Preschool.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Program Administration**
  - Assume responsibility for the daily operation of the preschool program
  - Act as liaison between the Education Department, the preschool staff, and the preschool families
  - Provide community outreach, becoming involved in relevant organizations and educational programs
  - Serve on the preschool council, attending bi-monthly meetings, future planning/enrollment committee and the personnel committee
  - Act as a liaison with community preschool programs by attending meetings and conferences as deemed appropriate
  - Maintain policies and procedures for program operation; ensure compliance with state requirements

- **Program Operation**
  - Supervise registration and enrollment
  - Manage program data
  - Facilitate preparation for and implementation of parent teacher conferences
  - Plan school year calendar
  - Work with preschool council and staff on the assessment of playground needs
  - Develop work calendar and schedule for preschool staff and Dordt students
  - Post and maintain an online working calendar of program activities
  - Outline expectations for and monitor communications with parent(s)/guardian(s)

- **Program Development**
  - Remain current on issues and trends in early childhood education
  - Oversee ongoing NAECY/State accreditation
  - Encourage and provide opportunities for team building and staff collaboration
  - Provide a vision for program development and change
  - Implement strategies to recruit and maintain enrollment
  - Office Supervision
  - Supervision of office staff responsibilities including but not limited to:

- **Program supply maintenance**
  - Student records
- School Pictures
- Website maintenance

- Program Supervision
  - Assure that monthly class newsletters are given to parent(s)/guardian(s)
  - Write and distribute weekly staff notes, keeping teachers informed of current program information
  - Conduct monthly staff meetings
  - Arrange for teachers to complete 12 clock hours of outside training annually
  - Evaluate teachers on an annual basis
  - Dismiss or suspend preschool employees as determined necessary by both the director and the Area Leader. Any such action should be reviewed and confirmed by Human Resources.
  - Prepare letters of intent for staff
  - Assist in preparation of staff contracts
  - Interview and select substitute teachers
  - Develop substitute teacher procedures
  - Supervise implementation of licensing and safety procedures
  - Supervise implementation of program curriculum
  - Maintain staff records
  - Provide support for teachers
  - Maintain a visible presence to staff, students and preschool families
  - Budget Responsibilities

EDUCATION REQUIREMENTS:
- Bachelor’s degree; and
- 9 credit-bearing hours of college-level course work in administration, leadership or management; and
- 24 credit-bearing hours of specialized college-level course work in early childhood education, child development, elementary education or early childhood special education; or,
- Meets alternatives for NAEYC Program Director Qualifications

KNOWLEDGE, SKILLS, AND ABILITIES:
- Excellent communication skills
- Strong organizational skills
- Ability to understand and manage the complexities of a large preschool program
- Ability to establish and maintain good interpersonal relationships with parent(s)/guardian(s), children, and staff
- Flexibility in coordination of preschool program with New Life calendar