

Underwood Eagle Care

Before/Extended/After

Student & Parent Handbook



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Introduction

The Underwood Eagle Care Program is committed to serving the families in our community. We provide care services for children who are enrolled in our school district preschool through 5th grade. The Underwood Eagle Care Program does not discriminate in our admission based on race, sex, religion, color, sexual orientation, place of national origin, marital status, or ability. Our program will promote development in socialization, academic achievement, and emotional and physical skills. Thank you for trusting us with the care of your child.

The Underwood Eagle Care Program follows all of Underwood School Policies.

Mission Statement

Preparing students to meet the challenges of the 21st Century.

Purpose

Our purpose at Underwood Eagles Care is to provide a safe and happy place for children before, during, and after school to learn and grow. It is our goal to create a memorable experience for children while providing a safe and secure environment for them to attend.

Supervision/Licensing

The Underwood Eagle Care Program is licensed by the Iowa Department of Human Services (DHS). While under our supervision, children will be properly supervised at all times. Proper staff to children ratios will be maintained at all times. The Underwood Eagle Care Program has routine visits to ensure that we comply with all the requirements of DHS and the State of Iowa.

All children will be within "line of sight" of adults both indoors and outdoors unless toileting. Supervising adults use touch supervision and are within an arm's length of students. When toileting, students will be monitored by sound and checked visually when necessary. Outdoor and indoor spaces are zoned by the teaching staff to provide adequate supervision of the entire classroom. Adult to child ratios will be maintained if leaving the grounds of the program. Before and after every transition staff takes attendance by visually identifying each child and marking their name on an attendance sheet.

During water play the adult providing active supervision is an arm's length away. The only water play that children in the Underwood Eagle Care program participate in is water in the sensory table. There is a water table in the classroom for children to engage in learning activities through play. Children with sores on their hands are not allowed to participate in the water table to ensure that no infectious diseases are spread. Children must wash their hands before engaging in water play and after water play. Children are not allowed to drink the water during water play activities. We do not participate in outdoor water play and are not around bodies of water.

Eagle Care staff are required to take classes/training throughout the course of the year. These trainings are focused on providing care and supervision for children.

Program Registration & Hours

Registration

To register for Underwood Eagle Care contact Amanda Williams at 712-566-2326 or awilliams@underwoodschoools.org. You will be required to fill out the appropriate paperwork listed below before your child can attend.

Required Forms (New to the Program)

- Child Enrollment Form
- Emergency Contact Form
- Assessment & Health Form
- School Year Contract Form
- Underwood Eagle Care Handbook Consent Form

Required Forms (Returning to the Program)

- Assessment & Health Form
- School Year Contract Form
- Underwood Eagle Care Handbook Consent Form

Sign-in/sign-out Tracking System

Children will be signed in and out daily on the procare system. Parents are notified by email which includes the time, date, and person dropping off/picking up as soon as their child is checked in and checked out. Children will be allowed to leave Eagle Care with persons designated by the parent(s) or guardian(s) on the authorization form. If there are any changes or alternate plans these must be made with the Eagle Care director. Any visitors to the program must sign in/out with the elementary school secretary leaving their name, reason for the visit,

and contact information. An employee of Eagle Care will contact a parent/guardian within an hour of their regularly scheduled arrival time.

Hours

Underwood Eagle Care is open Monday through Friday, 6:00 AM to 6:00 PM We are open August through May and we follow the Underwood Community School District school calendar. We are not open on weekends, school breaks, no school days or snow days.

Before Care: 6:00 AM-8:05 AM

After Care: 3:20 PM-6:00 PM

Extended Care: Is only available for currently enrolled preschool children. Their time in the ECC room will be at the opposite time of their assigned preschool class. There is no preschool on Mondays but Eagle Extended Care will be provided on Mondays. Eagle Extended Care hours on Mondays will be 8:05 AM-3:25 PM. In order to attend Extended Eagle Care students need to be dropped off prior to lunch at 12:00PM.

In order to use Eagle Care services students must be in attendance for that school day.

Monthly Teacher Professional Development Day

A Google Form will be sent out two weeks prior to the professional development day. We can serve a maximum of 50 students due to licensing. Sign up for these days will be on a first come, first serve basis using the Google Form. If you sign up but no longer need Eagle Care services on that day please give a one week notice to allow those on a waiting list to join.

No district transportation will be provided on these days. Students will need to be dropped off and picked up from Eagle Care.

Students will be required to bring a lunch from home. Snacks will be provided throughout the day.

Daily Schedule for Professional Development Days

Schedule	
6:00-8:00 am	Drop-off/free choice
8:00-8:30 am	Restroom/Breakfast
8:30-11:15 am	Small Group Rotations
11:15-11:30	Transition for Lunch

11:30-11:55	Lunch
12:00-1:00	Prek-K Rest Time
12:00-12:25	1-2 Recess (North)
	3-5 Recess (South)
12:30-3:00	Small Group Rotations
3:00-4:30	Movie
4:30-6:00	Free Choice/Recess

Inclement Weather

Snow Days:

If there is a snow day, Underwood Eagle Care will not be open.

Late Starts:

If there is a late start, Underwood Eagle Care will open at the same time as Underwood Elementary.

Early Dismissals:

If school is dismissed early due to poor weather conditions or any other unscheduled early out, Eagle After Care will not be open. All children will need to be picked up or ride the bus home at the decided dismissal time.

Late Pickup Policy

Underwood Eagle Care hours are 6:00 AM to 6:00 PM. Any child picked up after 6:00 PM will be charged a late fee of \$1.00 per minute. With each late pick-up, a notice will be sent home. Child care services will be withdrawn if three late pick-ups occur. The authorities will be contacted at 6:30 PM if a parent has failed to pick up a child and the program is unable to reach any of the contact persons.

Payment Information

Eagle Care charges at an hourly rate. The hourly rate is \$3.50 per child. The following information is all subject to change.

Billing is prepared at the end of each week and invoices are sent home electronically over the weekend to the email you list on your paperwork.

If your child's bill reaches \$150, you will receive a notice that you have reached this limit. If you receive three notices and your bill has not been paid, we reserve the right to deny child care until your bill is paid in full. If a situation arises that prevents you from making a payment, please address it with the director to make payment arrangements.

1. Checks are made payable to Underwood Schools. In the memo line please indicate it is for Underwood Eagle Care.

Health Policies

Illness

Children who are ill may not attend Eagle Care. If a child has diarrhea, is vomiting, or has a fever, they may not attend. If your child becomes ill while in our care you will be contacted to pick up your child as soon as possible. Children with a fever of 100.4 or higher or vomits will be sent home. Children **MUST** be fever-free and vomit-free for 24 hours before returning to the Underwood Eagle Care Program.

Toileting

All children in the Underwood Eagle Care Program are required to be toilet trained. All children must be completely independent in the restroom. If a child has an accident, staff will clean the child and put on extra clothes. The children must have an extra set of clothing from home. If a child has frequent accidents, the director will contact the parent to discuss the situation.

Medication

Eagle Care staff are not permitted to distribute medication to children. The school nurse is in charge of distributing over-the-counter medications, as well as prescriptions. Please contact the school nurse if your child will need to take medication while under Eagle Care supervision.

Handwashing

Children and staff will be required to wash their hands upon arriving at Underwood Eagle Care, before leaving the restroom, before eating, before water play, after outside activities, before any food activity, and when visibly soiled.

Communicable Disease

Parents need to notify Underwood Eagle Care staff of any communicable diseases. When a communicable disease has been reported, all parents will be notified by email and a notice will be posted on site. This notice will include details of symptoms, mode of transmission, and period of communicability.

Child Injury Report

If a child is hurt, an accident/injury report will be filled out. The parent/guardian will be asked to read and sign the report. A copy of this report will be given to you (if requested) as well as placed in your child's file. If your child is involved in a behavior-related incident the same report procedure will be followed.

Rules & Expectations

Students are expected to follow all the rules and expectations of the Underwood Eagle Care Program listed below. If an incident occurs a behavior report will be filled out and sent home. A sample of the behavior report can be found later in this handbook. If three incidents occur there will be a 5 day suspension from the Underwood Eagle Care Program. If a fourth incident occurs a conference with the Underwood Eagle Care Director, Eagle Care Staff, and Elementary Principal must be held to determine a course of action for that child.

Basic Rules

- Always show respect for others
- Always show respect for others property
- Keep hands and feet to yourself
- Be polite in words and actions
- No inappropriate language
- Pick up activity before choosing another one
- Use outdoor equipment safely
- Use good table manners

Discipline policies are communicated with parents through the handbook and during Back-to-School Night. Policies are shared with staff during professional development days at the beginning of the school year. Policies are reviewed as needed. Staff is trained on positive behavior and guidance by the program director at the beginning of the school year.

Corporal punishment including spanking, shaking, and slapping will not be used. Punishment which is humiliating or frightening or which causes pain or discomfort to the child will not be used. Punishment or threat of punishment will not be administered because of a child's illness or lack of progress in toilet training, or in connection with food or rest.

Child Guidance and Discipline

Teaching staff will equitably use positive guidance, redirection, and planning environmental and instructional support to prevent problems. Teaching staff will encourage appropriate behavior through the use of consistent clear rules and expectations, involving children in problem solving to foster the child's own ability to become self-disciplined, and the use of positive behavior support strategies.

Teaching staff will encourage children to respect other people, to be fair, respect, property and learn to be responsible for their actions. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn turn taking.

Discipline is a part of teaching. It helps children better understand inner control and appropriate behaviors when interacting with others in a group setting. Our preschools support children participating in activities without disruptive behavior from others, though we know there will be conflicts.

Conflict Resolution problem-solving approach as this process supports staff and children as they work through conflicts. Our goal is to support children during conflicts by giving them strategies that help them resolve conflicts. Another goal is to provide positive behavior support in the form of social stories, visual support, environmental support, and friendship skills to prevent behaviors before they can occur.

Healthy self-esteem is reflected in appropriate behavior choices. A discouraged child may "act out" and provide us with clues we can use to help this child regain more positive feelings. We base our guidance decisions on what we believe best meets an individual's needs without sacrificing the needs of the group.

The following conflict resolution strategy is used in your child's preschool program. We have found this to be effective in helping children resolve conflicts.

1. Approach calmly
2. Acknowledge feelings
3. Gather information. Talk to one child/person and then the other.
4. Restate the problem. Be specific.
5. Ask for ideas for solutions and choose one together. "What do you think we could do?"
6. Be prepared to give follow-up support.

With adults as models, children learn to talk through their problems with each other. Teachers help, as needed, to guide children to reach fair and mutually respectful conclusions to their conflicts. If a solution cannot be reached, both children may be given teacher-directed choices

to help them resolve the conflict. Over time, the goal is for children to become independent problem-solvers.

If a conflict has reached a high level of frustration and/or anger between two or more children. Sometimes it is necessary to have them find an alternative area or activity to calm down. This may be a book, puzzle, or a time to lay on a pillow or blanket and relax and then return to play.

Occasionally, intervention is needed from our support staff. We strive to work with families to explore all alternatives to reach mutually acceptable conclusions. The preschool principal, Green Hills Area Education Agency (AEA) staff, and other professionals may be consulted if guidance and discipline issues cannot be resolved between teacher and families.

Our discipline and guidance policy complies with our state licensing guidelines. Every effort is made to communicate our policy with students, staff, and parents so that we are all consistent with our expectations for children.

Belongings

Students will put their belongings in their backpacks and their backpacks in an assigned cubby or hook. The Underwood Eagle Care Program will not be responsible for lost or stolen items so please have your child keep their valuable items at home. It is also helpful to have your child's name on their belongings.

Sleep Policy

Children will have a daily quiet time. Children will be provided a cot and a cot sheet by the school. These cot sheets will be washed weekly at school. The sleeping cots will be sanitized daily. Children are encouraged to bring a small blanket from home to keep in their 9 X 12 cubby. They can use these blankets each day during quiet time. These blankets will be sent home on Fridays to be washed.

Items from Home

We do not allow snacks, gum, candy, etc. to be brought into the Underwood Eagle Care Program. Children are not allowed to bring toys from home. This helps to reduce toys getting mixed up and lost within the Underwood Eagle Care Program.

Technology

Children are discouraged from bringing cell phones or tablets. Telephones are available and staff will assist in making all necessary calls. Underwood Eagle Care is not responsible for lost, damaged, or stolen cell phones or other electronic devices. Cell phone or tablet use may result in confiscation of the electronic device. If this occurs the device will be returned to the child when the parent picks them up.

Being Prepared

All children should come to the Underwood Eagle Care Program dressed appropriately for the weather outside. Students will not be split into groups. In order for outdoor activities to be available, all students need to be prepared for the weather. We also encourage parents to label all belongings and clothing with their child's name. This helps to minimize mix-ups and lost items.

Playground Policy

Eagle Care is to use the fenced in north elementary playground. Students will be monitored by staff by sight and sound. The playground equipment and fall surfacing will be inspected monthly by the Underwood Community School's head engineer. The fall surfacing is an IPEMA mulch certified and undergoes an annual IPEMA independent ASTM testing for head impact safety, appropriate size, lack of any toxins and lack of any metals. We install roughly 4" to 5" per year of new mulch per playground area.

At the beginning of the school year Underwood staff attend a yearly training about playground safety. Additionally, Underwood CSD maintenance personnel will inspect the playground periodically to ensure that there are no safety issues and all playground equipment was installed according to manufacturer's instructions. During their inspections, maintenance will complete a weekly checklist which will include fall surfacing, identification of any potential safety hazards, broken/cracked/deteriorated parts, protrusion of bolts, paint chipping, sharp/rough surfaces, security of handholds, and stability of non-anchored playground equipment. Additionally, Eagle Care Staff will check the playground area daily for broken bottles/toys, discarded cigarettes, stinging insect nests, packed surfacing under equipment. If there are any potential hazards, they will report it to office staff who will call custodians and maintenance staff immediately.

Emergency Drills & Response

The Underwood Eagle Care Program follows the same emergency procedures and responses as the Underwood Community School District. Drills are practiced monthly in the Underwood Eagle Care Program in addition to the drills conducted by the school.

Standard Response Protocol

HOLD! In your room or area. Clear the halls.

Hold drills are practiced during the school day in the classrooms but are talked about and discussed during Underwood Eagle Care to inform students what to do if there is a situation where the hallways need to be cleared.

SECURE! Get inside. Lock outside doors.

Secure drills are practiced during the school day in the classrooms but are talked about and discussed during Underwood Eagle Care to inform students what to do in the event of criminal suspicious activity outside the building.

LOCKDOWN! Locks, lights, out of sight.

Lockdown drills are practiced during the school day in the classrooms but are talked about and discussed during Underwood Eagle Care to inform students what to do in the event of an intruder or shooter.

EVACUATE!

Evacuate drills are planned and practiced monthly for Underwood Eagle Care. On designated days, evacuation drills will be practiced in the Underwood Eagle Care classroom. We exit out the back doors of the Underwood Eagle Care classroom and line up on the parking lot behind the elementary building.

SHELTER!

Shelter drills are planned and practiced monthly for Underwood Eagle Care. On designated days shelter drills will be practiced in the Underwood Eagle Care classroom. Our shelter area is in the restroom areas and storage room where there are no windows.

Missing Child

To prevent a child from going missing, we have fenced in playgrounds. Students are checked-in as soon as they arrive in Eagle Care. Attendance is taken before and after all major transitions.

If a child leaves school or is reported missing between home and school parents or guardians will be notified. The building principal and police will also be notified. In the event that a child is missing or abducted, the following procedure will be carried out:

Eagle Care staff will search the premises for the child. If the child is not located after all potential hiding spots and outdoor areas have been searched, the Eagle Care Director and Elementary Principal will be notified that the child is missing. Eagle Care staff will also confirm that the child was not picked up by a parent.

If the child has not been found a Hold protocol will be started. During a Hold the procedures are: All staff and students will remain in their current locations. No one will move about the building until the Hold protocol is removed. Parents/guardians, local law enforcement, and HHS Child

Abuse Hotline will be called by a staff member who has the best knowledge of what the child is wearing along with distinctive features and their last known location.

All information will be documented in an incident report.

Strangulation Prevention

Strangulation hazards will be eliminated from Eagle Care to help keep children safe. Cords long enough to encircle a child's neck will not be accessible to children. Cordless blinds will be used in windows and dramatic play items with straps will be removed or shortened. If a child or staff member uses or wears a lanyard it must be a break-away type. Children under three are not enrolled in our program. Pacifiers will not be used in our building. Parents will be asked to remove hood and neck strings from all children's clothing.

Sample Schedules

In this section you will find a sample schedule of what children will be doing in each part of the Underwood Eagle Care Program. Underwood Eagle Care is broken down into three sections, Before, Extended, and After. In the sample schedules, you will see free choice listed. Some examples of free choices are books, board games, drawing, blocks, dramatic play, cars, etc. During the free choice time, students can also choose to work on homework.

Eagle Before Care

6:00-7:50 Free Choice

7:50-8:00 Clean Up

8:00-8:05 Dismissal

Eagle Extended Care

8:05-8:30 AM ECC Arrival

8:30-9:00 Lesson Plan Time

9:00-9:20 Outside

9:20-9:30 Snack

9:30-10:15 Centers (free play)

10:15-11:15 Quiet Time

11:15-11:25 Wake Up/ Restroom

11:25-12:15 Lunch

12:15-12:25 PM PK prepares to leave/AM PK prepares for nap

12:25-1:25 Quiet time

1:30-1:50 Outside

1:50-2:00 Snack

2:00-2:30 Table Work (lesson)

2:30-3:10 Centers (free play)

3:10-3:15 Pack Up for dismissal plans

3:15 Dismissal back to PK

Eagle After Care

3:20-3:30 Eagle After Care Arrival

3:30-3:45 Snack Time

3:45-4:30 Free Choice

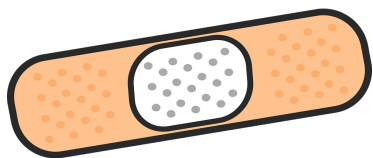
4:30-5:00 Outside Time

5:00-6:00 Free Choice

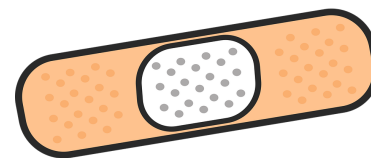
Sample Reports

On the next pages you will find sample reports of what will be sent home if an injury, incident, or late pick up is to occur.

Child Injury Report



Injury Report



Child Name:	
Date of Accident:	
Time of Accident:	
Nature of Injury:	
Location of Incident:	
What was the child doing?	
Care response & first aid:	
Name of Caregiver:	
Additional Information:	
Parent Contacted?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name of parent contacted:	
Who contacted parent:	
How parent was contacted:	<input type="checkbox"/> PHONE <input type="checkbox"/> EMAIL <input type="checkbox"/> OTHER:
Time parent was contacted:	
Caregiver Signature:	

Child Incident Report

Behavior/Incident Report

Child Name: _____ Date: _____

Notice to Parent(s)/ Guardian(s),

Your child was involved in an incident, which jeopardized the safety and well-being of others. Students must understand that the behaviors, as described below, are unacceptable and will not be tolerated. Any disciplinary action described below was taken to encourage your child to obey the Eagle Care rules and expectations.

Circle One:

1. This is the first offense. The staff personnel has talked to the student and we trust that the incident will not reoccur.
2. This is the second offense. Parents are asked to contact the Eagle Care staff by phone or in-person to discuss the incident.
3. This is the third offense. Eagle Care privileges have been denied for 5 school days. Parents are asked to contact Eagle Care staff by phone or in-person to discuss this incident.
4. This is the fourth offense. Eagle Care privileges have been denied and will continue to be denied until a conference has been held with Eagle Care Staff, Eagle Care Director, and Elementary Principal.

SEVERE CLAUSE:

Some instances may be severe enough to warrant an immediate 5-day suspension of Eagle Care privileges, to be determined by Eagle Care Staff.

RULE BROKEN:

Fighting Unacceptable Language Yelling
 Destroying Property Other: _____

Comments:

Signature of Eagle Care Staff: _____

Late Pick-Up Report

LATE PICK-UP NOTICE

Child Name: _____ Date: _____

Dear Parent(s)/ Guardian(s),

Our childcare program hours are from 6:00 AM - 6:00 PM, Monday - Friday. We follow the Underwood Community Schools Calendar. Today _____ your child was picked up from our program at _____. If your child is picked up late more than 3 times a school year your child will not be able to use our childcare services. Please be aware that if your child is here more than 30 minutes after closing, we will have no choice but to turn custody of your child over to the Pottawattamie County Sheriff's Department.

___ 1st Notice ___ 2nd Notice ___ 3rd Notice ___ Dismissal

I _____ have read and understand this notice.
(Print Name)

Parent Signature

Date

Director Signature

Date

Elementary Principal Signature

Date