

Lisbon Preschool Handbook

2026-2027



Lisbon Community Schools

Empowering Students, Creating Possibilities

*World Class Opportunities with Community PRIDE
Passion - Rigor - Innovation - Drive - Excellence*



Lisbon Preschool Program Staff

Directors

Justin Brown - Elementary Principal / Program Director

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Teaching Staff

Meegan Englund - Preschool Teacher

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Karlee Jacobson - Speech Language Pathologist

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Section I: Welcome, Mission, Beliefs, Goals

Welcome to the Lisbon Preschool Program

The program's goal is to provide a high quality preschool program meeting each child's needs, including children with disabilities and those from a diverse background. The preschool provides a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to new skill development. The preschool provides a setting where children feel safe, respected, and cared for. This is an opportunity for all four-year-old children to take part in planned, active learning experiences to build their readiness skills. The preschool program has adopted and met the Iowa Quality Preschool Program Standards, administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations for the children and instructional practices.

Lisbon Preschool Program Mission

The mission of the Lisbon Preschool Program is to develop productive and successful, lifelong learners through a nurturing, family-like environment with diverse learning opportunities.

Lisbon Preschool Program Beliefs

1. We believe that children are our greatest resource.
2. We believe that all individuals are unique and have value.
3. We believe that everyone has the right to a high-quality, equitable education.
4. We believe that everyone has the ability to learn, but in different ways and at different rates.
5. We believe it is essential that people develop pride in themselves and their work.
6. We believe that family is the primary influence in the development of the individual.
7. We believe that moral and ethical standards are vital to our society.
8. We believe that people are best nurtured through the combined effort of family, school and the community.
9. We believe that we are stewards of our environment.
10. We believe that learning encompasses all aspects of self-development.
11. We believe that schools must be willing to change to meet the needs of students.
12. We believe that students deserve instruction reflecting the best of what we know about how learning occurs.
13. We believe in lifelong learning.



Goals for Children

1. Children will display competence in social/emotional, physical, cognitive and language development skills.
2. Children will be enthusiastic and curious learners.
3. Children will be safe and healthy.

Goals for Families

1. Families will feel welcome in the classroom and school.
2. Families will work with the school in a meaningful partnership to help their children be better prepared to learn to read and write.
3. Families will advocate for their children.

Section II: Enrollment

Equal Educational Opportunity

Lisbon Community Schools do not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, or handicap in admission or access to, or treatment, or employment in, its programs and activities. Any person having questions concerning equitable treatment is invited to contact the District Equity Coordinator at 319-455-2659.

Homeless Liaison

If your family lives in any of the following situations then your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Contact Justin Brown, Lisbon's Homeless Liaison, at 319-455-2967 or jbrown@lisbon.k12.ia.us

Eligibility

Children must be four years of age prior to September 15th of the current school year. Pre-registration will begin in the spring of the year. Registration materials are available from the elementary secretary. Final registration will occur in the fall.

Preschool Hours

Lisbon Preschool hours are as follows:

AM Session- 8:10 AM - 11:10 AM	Monday, Tuesday, Thursday, Friday
PM Session- 12:10 PM - 3:10 PM	Monday, Tuesday, Thursday, Friday



Preschool Start Date

Preschool begins exactly one week after the start of the K-12 school year.

Attendance

Students who are enrolled for classes in the Lisbon Preschool Program are expected to be in school for the full session and are expected to be punctual in their arrival and departure. Students are not expected to be absent any more than is necessary for health reasons or appointments. Irregular attendance interferes with the progress of your child and others as teachers find themselves taking class time to repeat information and make adjustments for those students who have been absent. Please call the elementary office with the reason for an absence no later than 8:10 A.M. For safety's sake, if a student is absent without notification, the school secretary/teaching staff will attempt to contact the family to verify the child's absence from school.

Child to Adult Ratio

The maximum class size is 20 children in each session based upon the square footage of the classroom and number of adults present. A legal child-adult ratio of 10:1 will be maintained at all times to encourage child-adult interactions and promote activity among children. The teaching staff members will be near children at all times to gather observations, provide feedback and form relationships with students. The teaching staff will work with students in different group settings such as whole group, small group and 1:1 to provide an opportunity to learn the social skills needed for different settings.

Inclusion

The preschool program provides all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff is aware of the identified needs of individual children and is trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children and their families. The preschool facilities meet the Americans with Disabilities Act accessibility requirements.

Section III: A Day in PK

Daily Activities

Writing/Math Tubs- This individual and small group activity provides opportunities for students to count/sort different objects. Students will also practice tracing, writing letters and eventually their name.

Circle Time- This whole group activity builds relationships and routine for students. Academic group discussion, calendar, weather, sharing, singing and other routines are included during this time.



Learning Centers- This activity can be independent or in a small group. Students engage in a variety of activities and practice social skills while interacting with their peers.

Reading/Math Whole Group- This whole group activity is where teachers explicitly teach letters, sounds, numbers, counting and other age-appropriate reading and math skills.

Music and Movement- This whole group activity allows students to sing, dance and practice/perform age appropriate movement.

Story Time- Students are read to every day in our preschool classrooms. Many times stories are selected to match themes/skills of instruction that are happening within the classroom.

Snack- A snack will be provided by the school daily for your child. Families are encouraged but not required to donate snacks to the classroom. Snacks need to meet our school allergy policy that is summarized as: Items must be pre packaged and produced in a peanut/tree nut free environment. Snack will never be withheld from a child as a form of discipline within the classroom. Healthy snacks are encouraged.

Recess- We have daily opportunities for outdoor play as the weather permits and provided the weather air quality and environmental safety conditions do not pose a threat. This allows children the opportunity to develop their large muscle skills, get exercise, and be active. We use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat Index is safe for outdoor play.

In cases when we cannot go outside (due to weather conditions) children are given the opportunity to use indoor equipment for similar activities inside and are supervised at the same level as outdoor equipment. For example, tumbling mats may be offered for upper body activities or rolling across the mat.

In order to make sure that your child can play comfortably outside it is important to dress them according to the weather. When it is cold outside, students need a warm coat, mittens or gloves and a hat (labeled with your child's name). For the warmer days dressing your child lightly is just as important.

There are areas on the playground for children to be in the shade and still be active. We encourage you to bring a hat or other clothing for your child to wear as another protection from the sun. Sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher may be applied to your child's exposed skin (only with your written parental permission to do so). We may also use an insect repellent containing DEET (only with



your written permission) no more than once a day to protect your child from insect bites when the public health authorities recommend its use.

Program staff will complete the National Program for Playground Safety Suggested General Maintenance Checklist on a weekly basis. Program staff provide for an outdoor play area that is protected by fences or natural barriers to prevent access to streets and to avoid other dangers such as pits, water hazards, or wells.

Curriculum

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

The preschool program uses *Creative Curriculum and Second Step*, which are research and evidence based comprehensive curriculums designed for four-year-olds. They address all areas of early learning: language and literacy, math, science, physical skills, and social skills. It is based on thematic units familiar and meaningful to young children such as Homes and Families, Animals, Five Senses, Transportation, and the Farm. It provides children an opportunity to learn in a variety of ways - through play, problem solving, movement, art, music, drawing and writing, listening, and storytelling. Suggestions for modifications and adaptations are an integral part of the curriculum.

Assessment

Your child will be assessed using formal and informal assessments throughout the school year. The purpose of the informal assessments is to inform teachers of your child's daily classroom experiences and growth throughout the school year. All children participating in the four year old program will be assessed using Teaching Strategies Gold. Teaching Strategies Gold is completed three times a year: fall, winter and spring.

Teachers and associates utilize informal assessment to gather information about your child by observing them in daily classroom activities.

The procedure for gathering family input information is to have open communication with all parents and to allow the families to share any information about their child. Families will be informed about their child's assessment results during conferences and through progress reports. These take place during the Fall and Spring semester. Families are welcome to inquire about their child's learning throughout the year. The program will use the results of your child's formal assessment to guide instruction and planning in the classroom. If staff suspects that your child has a developmental delay or other special need, this is communicated to your family in a sensitive, supportive, and confidential manner and is provided with documentation and explanation for the concern, suggested next steps, and information about resources for assessment.

The Creative Curriculum assessments are also utilized within our preschool classrooms.



Child-Parent Separation

The process of separation from the parent as the child enters and attends preschool is one of the most important accomplishments of the preschool child. At each age level, a child will react differently. As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning:

1. To develop an interest in the activities of the preschool
2. To feel comfortable with others at preschool
3. To understand that his/her parent will come back and pick him/her up
4. To understand that all parents leave their children and come back for them
5. To understand that parents often must concentrate on their own interests and duties which are separate and different from those of a child
6. To develop an acceptance and willingness to allow the parent an open-door policy

It is important to point out that sooner or later after the initial successful adjustment at school is made, all children want to explore the limits of not going to school. This period may occur in October or December or in spring, but it usually lasts only a short time.

When this occurs, here are some suggestions that might help you handle the situation:

1. Place an emphasis on what the child is doing at school rather than what your activities are while he/she is in school
2. See that the child is involved in a specific activity or is in the hands of a teacher before you leave him/her
3. Tell the child when you are leaving. Avoid prolonged good-byes

Discipline

The Lisbon Preschool Program teaches the art of solving problems in a positive manner. We have implemented the Early Childhood Positive Behavior Interventions and Supports. The staff at Lisbon use positive reinforcement to teach students acceptable social interactions. Through positive praise and redirection, children can learn the positive behaviors that we are teaching. Our focus is on teaching positive behaviors rather than punishing negative behaviors.

In the event that it is necessary to discipline a student, disciplinary actions will be progressive in nature. Possible actions include but are not limited to: Loss of activities or privileges, calling or conferencing with parents, time away from the group and suspension. Disciplinary actions will be determined based upon the frequency and severity of the behavior.

Persistent behaviors that are harmful to others and a disruption to the learning environment that do not improve with intervention plans may lead to dismissal from the program.

The program does not, and will not, employ any of the following disciplinary procedures:

1. Harsh or abusive tone of voice with children nor making threats or derogatory remarks.
2. Physical punishment, including spanking, hitting, shaking, or grabbing.



3. Any punishment that would humiliate, frighten, or subject a child to neglect.
4. Withhold nor threatened to withhold food as a form of discipline.

Toileting

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

1. Diapering will only be done in the designated diaper area, i.e., the bathroom adjacent to the classroom with a fold down changing table. Food handling will not be permitted in this diapering area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards: Standard 5:
 - Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
 - Staff checks children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
 - Staff changes children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
 - At all times, caregivers have a hand on the child if being changed on an elevated surface.
 - Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
 - Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
 - Diapering and Gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.
3. Potty chairs will not be used due to the risk of spreading infectious diarrhea.
4. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

Water Activities

We have a water table in the classroom for children to stand and play with their hands in the water. Children will wash their hands immediately before and after playing in the water. During water play children are involved in active experiences with science and math concepts. Children with sores on their hands are not allowed to participate with



others in the water table to ensure that no infectious diseases are spread. Children are not allowed to drink water from the water table. When the activity is complete, the water table is drained and refilled with fresh water. Outdoor water play is limited to tubs and buckets or containers as well as the water table. Children will be supervised with sight and sound by all activities involving water, at all times. Lisbon Community School District does not have a swimming pool, waiting pool or pond on the property.

Snacks/Food and Nutrition

Attitudes about food develop early in life. The food children eat affects their well-being, their physical growth, their ability to learn, and their overall Behavior. We have an opportunity to help children learn about food, to enjoy a variety of foods from their own culture and others, and to help others begin to appreciate their bodies needs to be strong, flexible, and healthy, eating moderately, eating a variety of foods, and eating in a relaxed atmosphere are healthy habits for young children to form.

Food is prepared, served and stored in the coordinates of the U.S. Department of Agriculture child and adult care food program (CACFP) guidelines. Clean, sanitary drinking water is made available to children throughout the day. Staff disposes of any food with an expired expiration date. Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Foods requiring refrigeration will be kept cold until served.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program and an individual care plan with a family member and specialist involved in the child's care. Children with food allergies have to be protected from contact with the food problem. The program posts information about the child's allergies in the food preparation area and areas of the facility that the children use to serve as a visual reminder to adults who interact with the children throughout the day. Program staff will keep a record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provides parents with that information.

High risk Foods, often involving choking incidents, will not be served. For children younger than 4 years, these include hot dogs, full or sliced into rounds; whole grapes; nuts; popcorn; robbed and hard pretzel; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.

The Lisbon Preschool Program will not withhold food or beverages as a punishment, nor will teaching staff ever threaten to withhold food as a form of discipline.



Clothing

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toed shoes to school. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spill or stain will not occur. Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal or disruptive in nature. All families are asked to bring an extra set of clothing for their children in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

Objects from Home

Because the preschool program provides ample toys and learning materials for your child, we ask that you limit toys brought from home. If your child brings an "attachment" item from home, we ask that it is small enough to fit inside his/her backpack or cubby. Please do not allow children to bring gum, candy, money, or toy guns to school. The program cannot be responsible for lost or broken toys brought from home.

Weapon Policy

No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any real weapon or a look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other buildings or premises used for school functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item that resembles or appears to be a weapon.

Section IV: Communication and Family Involvement

COMMUNICATION WITH FAMILIES

The program will promote a partnership between families and staff by establishing and maintaining weekly, ongoing, two-way communication. Families are encouraged to send written notes with important information so all the staff who work with the children can share the parents' communication. Teaching staff will communicate with families weekly. Staff will use these notes to inform families about the child's experience, accomplishments, behavior, and other issues that affect a child's development and well-being. Parents are encouraged to maintain regular, ongoing, two-way communication with the teaching staff in a manner that best meets their needs: emails, in person, notes, or on phone calls.

Unauthorized Access

Schools are responsible for ensuring the safety of students at the preschool 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 school 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 **shall not** have “**unrestricted access**” to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.
- Persons who do not have unrestricted access will be under the direct “**supervision**” and “**monitoring**” of a paid staff member at all times and will not be allowed to assume any child care responsibilities. 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 a conflict of interest with the person.
- Preschool staff will approach anyone who is on the property of the preschool without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their Building Principal or another administrator to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “lockdown” procedures. Non-staff 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) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
 - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the preschool.
 - b. Shall not be on the property of the preschool without the written permission of the building principal, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.
 - i. The building principal is not obligated to provide written permission and must consult with local authorities and superintendent first.
 - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the school where the sex offender may be present.
 2. The reason for the sex offender’s presence at the facility.
 3. The duration of the sex offender’s presence.
 4. Description of how the staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 5. The written permission shall be signed and dated by the Building Principal and sex offender and kept on file.



Arrival and Departure of Children

A motor vehicle transportation provided by parents, legal guardians or designated by parent or legal guardians will include the use of age appropriate, and size appropriate seat restraints.

When bringing your child to school, we ask that you park your car in the parking lot and turn off the engine before entering the building. Do not leave younger children unattended in the car while bringing your child into the building. Please hold your child's hand as you enter the building to decrease the possibility of an accident. Parents or legal guardians must either accompany your child to the school from the beginning of the day or leave their child in the care of one of the teaching staff. No child is permitted to leave the building without an adult.

Other than parents or legal guardians, only persons with a prior authorization will be allowed to pick children up. Anyone who is unfamiliar to the teaching staff, including authorized individuals, will be asked to present photo identification before a child is released to them.

In the interest of student safety, parent / guardian authorized individuals are requested to report directly to the office when picking up their child rather than going to the child's classroom. Likewise, when returning to the building following an absence during the school day, the adults should stop in the office & the student in.

When all children have arrived, the teaching staff will walk children to the classroom and record attendance for the day. Throughout the day each time a child transitions from one location to another, for example classroom to outdoors, the teacher will be responsible for counting the number of children whenever leaving one area on arriving at another to confirm the safety whereabouts of every child at all times.

Transportation

Lisbon Community School District will provide school bus transportation for preschoolers in the AM session to school, within designated bus routes, with an approved family member riding with the student. Preschool students are allowed to ride the bus after AM preschool to an approved daycare facility within Lisbon city limits. Students that attend PM preschool will not have bussing provided to school but may ride the bus home after school. PM preschool students will need an approved family member to ride with them on the bus ride home. Parents or legal guardians may request transportation at the time of enrollment with all necessary information provided. For children who have special needs for transportation, the district will use a plan based on a functional assessment of the child's needs related to transportation as written in



the child's IEP. This plan will address special equipment, staffing and care inside the vehicle during transport.

Field Trips

An important learning opportunity can take place in the form of field trips as it's relevant and reinforces what is being taught in the classroom. The Lisbon Community School District buses are used for field trips, unless it's a walking field trip. A parent or legal guardian must sign the field trip consent form for each child before each trip. A notice posting the dates, time of departure, time of return, and the destination location will be communicated to parents ahead of time.

Family Involvement

Lisbon Preschool encourages families to be very involved in their child's education. Family members are welcome to visit with prior approval and an educational purpose. Teachers and administrators use a variety of formal and informal ways to become acquainted with and learn from families about their family structure and their preferred means of child-rearing practices and communication; and information about their socioeconomic, linguistic, racial, religious, and cultural backgrounds as they wish to share. Families are surveyed in enrollment paperwork regarding their family, beliefs, and preferences. Home visits are conducted at the beginning of the school year. The preschool staff members communicate with families at least weekly regarding children's activities and developmental milestones, shared care-giving issues, and other information that affects the well-being of their children.

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

The preschool staff relies on notes home, emails, phone calls, and newsletters as alternative means to establish and maintain open, two-way communication.

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

- Support your child's daily transition to school by sharing information about your child's interests and abilities. Keeping the teacher informed of changes and events that might affect your child allows the teacher to be more responsive to your child's needs.



- Attend any family meetings.
- Return all forms, questionnaires and so on promptly.
- Attend Family/Teacher conferences in the fall and spring semesters.
- Check your child's backpack each day.
- Participate in field trip activities when applicable.
- Share some of your talents in your child's class through activities such as: reading or storytelling, cooking, art, music, sewing, crafts, hobbies, your profession, or artifacts from trips you have taken.
- Share any of your family's cultural traditions, celebrations, or customs.
- Help prepare snacks and enjoy it with your child.
- Read all the material sent home with your child.
- Help with special events. Helping takes many different forms such as preparation of materials at home, making telephone calls, preparing or posting flyers, recruiting other volunteers, collecting donations or prizes, running errands, photography, setup before the event, or clean afterwards.

It is the policy of the Lisbon Community School District not to discriminate on the basis of race, color, sex, national origin, religion, creed, age, marital status, sexual orientation, gender identity, SES or disability in its education programs, activities, or employment policies as required by Title VI or VIII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

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

The school district believes that families should be supported in making decisions about services that their children may need. The teaching staff will provide information to families about available community resources and assist as requested in helping the family make connections.

Home Visits

The preschool teacher will be scheduling home visits with all families. This is an opportunity for the preschool teacher to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child's needs. This is a great time for you to share what makes your family unique, how you prefer to communicate with the teacher, and share your knowledge about your child's interests, approaches to learning, and developmental needs. You can help the teacher understand what your goals are for your child and whether you have any



concerns you'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with either the classroom teacher or administrator.

Parent Teacher Conferences

The preschool program will have formal parent teacher conferences at the same time as the elementary school - fall and spring. During the conference the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

Section V: Health and Safety

Health and Safety Statement

Lisbon Preschool is committed to promoting wellness and to safeguard the health and safety of children and adults who participate in our program. In order to provide a safe and secure environment for every child and adult, we follow guidelines required by the Quality Preschool Program Standards, regulatory agencies and pediatric authorities in the field.

Health and Immunization Certificates

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

When a child is overdue for any routine health services, parents, legal guardians, or both provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunization for which parents are using religious exemption.

Health and Safety Records

Health and safety information collected from families will be maintained on file for each child in the school nurse's office. Files are kept current by updating as needed, but at least quarterly. The content of the file is confidential, but is immediately available to administrators or teaching staff who have consent from a parent or legal guardian for access to records; the child's parent or legal guardian; and regulatory authorities, upon request.

Child Health and Safety Records will include:

- Current information about any health insurance coverage required for treatment in an emergency



- Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results
- Current emergency contact information for each child, that is kept up to date by a specified method during the year
- Names of individuals authorized by the family to have access to health information about the child
- Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes)
- Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support.
- Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff members implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

General Health and Safety Guidelines

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



Illness Policy and Exclusion of Sick Children

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- fever greater than 100.4 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge

The established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage
- COVID current guidance

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

When a child develops signs of an illness during their day at preschool, parents, legal guardians, or other person authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child. If the child is suspected of having a contagious disease, then until she or he can be picked up, the child is located where new individuals will not be exposed.

Reporting Communicable Diseases

Lisbon Schools will provide information to families about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that



are being implemented at the program and that the families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities and has, at least annually, made contact with those authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur.

Medication Policies and Procedures

Policy: The school will administer medication to children with written approval of the parent and an order from a health provider for a specific child. Because administration of medication in the school is a safety hazard, medication administration will be limited to situations where an agreement to give medicine outside preschool hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

Procedure: The school nurse coordinates and/or administers medication during school hours only if the parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that is child-resistant. Any other person who would administer medication has specific training and a written performance evaluation, updated annually by a health professional on the practice of the five right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. Should a medication error occur, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the school.

For prescription medications, parents or legal guardians will provide the school with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage, and disposal instructions.

For over-the-counter medications, parents or legal guardians will provide the medication in a child-resistant container. The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer; and the name of the health care provider who recommended the medication for the child.

Instructions for the dose, time, method to be used, and duration of administration will be provided to the nurse or building secretary in writing (by a signed note or a prescription



label) or dictated over the telephone by a physician or other person legally authorized to prescribe medication. This requirement applies both to prescription and over-the-counter medications.

Medications will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant container that is locked and prevents spillage.

Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to prescribe medication. Instructions which state that the medication may be used whenever needed will be renewed by the physician at least annually.

A medication log will be maintained by the school staff to record instructions for giving the medication, consent obtained from the parent or legal guardian, amount, the time of administration, and the person who administered each dose of medication. Spills, reactions, and refusal to take medication will be noted on this log.

Cleaning and Sanitization

The facility will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and the area will be cleaned immediately.

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and disinfected after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys and surfaces will be disinfected using a non-toxic solution of one tablespoon household bleach to one quart of tap water made fresh daily. To disinfect, the surfaces will be sprayed until glossy. The bleach solution will be left on for at least 2 minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry. Machine washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. Toys that cannot be cleaned and sanitized will not be used.

Staff members will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents.

Routine cleaning will be performed and supervised by the preschool staff.

Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure of the children. All cleaning products will



be used as directed by the manufacturer's label. Non Toxic substances will be used whenever possible.

Hand Washing Practices

Frequent hand washing is key to prevent the spread of infectious diseases. Teachers teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink. The program follows these practices regarding hand washing:

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children when hand washing reduces the risk of transmission of infectious diseases to themselves and to others.
- Staff members assist children with hand washing as needed to successfully complete the task.

Children and adults wash their hands:

- upon arrival for the day
- after using the toilet
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit)
- before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry)
- after playing in water that is shared by two or more people
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and

Adults also wash their hands:

- before and after feeding a child
- before and after administering medication
- after assisting a child with toileting
- after handling garbage or cleaning

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

- using liquid soap and running water
- rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, a single-use towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).



In situations where sinks are used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

First Aid Kit

A first aid kit is located in the preschool classroom next to the door. It is inaccessible to children, but readily available for adult use. It is fully equipped according to guidance from Healthy Child Care Iowa. Following each use of the First Aid kit, the contents will be inspected and missing or used items replaced immediately. The First Aid kit will be inspected monthly. The first aid kit is taken to the outdoor play areas as well as on field trips and outings away from the site.

Fire Safety

A fire extinguisher is installed in the preschool classroom with a tag indicating its annual service date. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted quarterly.

Medical Emergencies and Notification of Accidents or Incidents

The Lisbon Community School District has in place safety procedures that describe the following situations and procedures to follow:

- Emergency phone numbers
- Fire procedures
- Utility Failures (electric power failure, water line break, gas line break)
- Severe weather
- Bomb threats
- Physical Threats/Armed Intruder
- Evacuations
- Crisis Intervention Plan, Crisis Intervention Steps, and Media Procedures
- Accidental Injury or Illness procedures for life threatening and non-life threatening situations
- School crisis team members and a checklist to use
- List of CPR/First Aid experienced persons in each building

In the event that your child receives a minor, non-life threatening injury during their time at preschool, our teacher will assess the situation and apply first aid as needed. Minor cuts and scrapes will be treated with soap and water and bumps will be treated by applying ice to the injured area. Any serious incident or injuries will be documented on an "Injury and Illness" form and a copy will be given to the parent within 24 hours of the incident.

All staff members will have immediate access to a device that allows them to summon



help in an emergency. The telephone numbers of the Fire Department, Police Department, Hospital, and Poison Control will be posted by each phone with an outside line. Emergency contact information for each child and staff member will be kept readily available. The list of emergency telephone numbers, and copies of emergency contact information and authorization for emergency transport will be taken along anytime children leave the facility in the care of facility staff.

Emergency contact information needs to be communicated to the school initially and for any changes that occur throughout the year.

Inclement Weather

We are requesting that all parents/guardians sign up for the Lisbon Community School District Alert System. The link for accessing sign up is: alerts.lisbon.k12.ia.us - This system will be used for cancellations, emergencies, general announcements, activities announcements, etc. The sign up will ask you to enter your name, email address, and phone number. You will select your notification group options according to your child's placement in the district. There will be an option for you to select the method in which you prefer to be contacted.

Decisions concerning early dismissal, delays, and school closings will be made in the interest of the health and safety of students. They will be reported to stakeholders and the media as early as possible. Extreme temperature and humidity may require dismissing school early. If a school delay, closure, or early dismissal is required, the following stations will be notified: KCRG, KWWL, KGAN, KZIA, Facebook, Twitter, Lisbon Community School District Alert System. **Please Do Not Call The School.** The stations have also asked that parents and students not call them about cancellations - It ties up their communication lines. **NOTE: In the event of a two-hour delay, there will be no AM 4-year-old preschool. In the event of an early dismissal, there will be no PM 4-year-old preschool.**

Protection From Hazards and Environmental Health

Program staff protect children and adults from hazards, including electrical shock, burns, or scalding, slipping, tripping, or falling. Floor coverings are secured to keep staff and children from tripping.

The preschool classroom building has been tested for lead, radon, radiation, asbestos, fiberglass, and other hazards that could impact children's health with documentation on file. Custodial staff maintain the building's heating, cooling, and ventilation systems in compliance with national standards for facility use by children.

The program maintains facilities so they are free from harmful animals, insect pests,



and poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children. The program uses the techniques known as Integrated Pest Management (IPM) so that the least hazardous means are used to control pests and unwanted vegetation.

Smoke Free Facility

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

Child Protection Policies

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

The program has written school board policy for reporting child abuse and neglect as well as procedures in place that comply with applicable federal, state, and local laws. The policy includes requirements for staff to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the appropriate local agencies. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious. All teaching staff complete "Mandatory Reporter: Child and Dependent Adult Abuse" at least every five years and within six months of employment.

The school district does not tolerate employees physically, or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, legal guardians, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the building principal as the Level I investigator, and Linn County Law Enforcement as Level II investigators.



Substance Abuse

Persons under the influence of drugs or alcohol will not be permitted on the premises of the Lisbon Community School District. At no time will children be released to a person under the influence of alcohol or drugs.