

Faith, Fun & Formal Education  
Parent's Handbook

St. John  
3-year olds  
Preschool



St. John School  
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Dear Parents,

Welcome to St. John Preschool. We thank you for choosing St. John Preschool. We are dedicated to providing an excellent Christian education.

We hope that you have chosen our preschool because you recognize the importance of Christian values and attitudes that will influence your child throughout life. Our preschool provides a faith atmosphere, which is supportive of the development of Christian family values.

Our staff works diligently to develop a strong program that promotes faith, fun, and formal education.

This handbook contains information relevant to parents and students but is not all-inclusive. These policies may be changed to meet evolving needs.

Sincerely,

The Staff of St. John Preschool

## Table of Contents

I.	Purpose.....	3
II.	Goals.....	3
III.	Objectives.....	3
IV.	Admission Policies/Notice of Non-Discrimination.....	3
	Admission.....	3
	Admission procedures to St. John Preschool.....	3
	Dental/Medical Information.....	4
	Withdrawal from St. John Preschool.....	4
V.	Program Description.....	4
	Child/Staff Ratios.....	4
	Field Trips.....	4
	Play Program.....	5
	Toys.....	5
VI.	Communication.....	5
	Absences.....	5
	Accidents/Emergencies.....	6
	Change of Address/Phone Number.....	6
	Dual Parent/Guardian Reporting.....	6
	Early Dismissals, School Closing/Late Start.....	7
	Preschool Schedule.....	7
	Parent/Guardian Participation.....	7
VII.	Emergency Procedures.....	7
	Fire Evacuation, Tornado, Blizzard.....	8
	Building Structural Damage, Power Failure.....	8
	Bomb Threat, Chemical Spill.....	8/9
	Missing Child, Intoxicated Person, Intruder.....	9
VIII.	Discipline/Dismissal.....	9
IX.	School Dress Code/Good Grooming.....	10
X.	Health/Safety Issues.....	10
	Medication.....	10
	Fire and Tornado Drills.....	10
	Lead in the Drinking Water.....	10
	Chemical Right to Know Law.....	10
	Asbestos.....	10
	Radon Testing.....	10
	Tobacco/Smoke Free Campus.....	11
XI.	Snacks/Food and Nutrition.....	11
XII.	Hand Washing Practices.....	12

## I. Purpose

The purpose of our preschool is to provide young children an opportunity to learn with their peers in an atmosphere of love and understanding which models Christian values and teaches Christian beliefs. We encourage children to develop positive attitudes about themselves and others, the world around them, and God.

## II. Goals

- To help children become more aware of themselves as they develop their self esteem
- To help children become more aware of the world around them
- To help children learn how to get along with other people
- To help children develop a love for God
- To instill a love of learning
- To provide an open environment to allow growth and self-expression

## III. Objectives

In order to help children develop, we will:

1. Provide developmentally appropriate experiences, which enable each child to foster feelings of self-worth, self-respect, and respect of others.
2. Establish a cooperative and supportive teaching partnership between family and school.
3. Provide an integrated and multi-sensory environment, which uses a variety of materials and modalities.
4. Provide a flexible environment, so that the child can grow in self-expression and non-competitiveness.
5. Encourage recognition of reasonable limits and influence growth toward self-discipline.
6. Increase independence in meeting and solving problems.
7. Promote language skills.
8. Encourage expression through art, music, and dance.
9. Encourage children to explore, observe, investigate, seek and acquire information, and to think critically through meaningful learning experiences.
10. Promote health, physical growth and motor development.

## IV. Admission Policies/Notice of Non-Discrimination

Admission: A child must be toilet trained by the first day of preschool and three (3) years of age by September 15<sup>th</sup> to enroll in the three year old program and four (4) years of age (and toilet trained) by September 15<sup>th</sup> to enroll in the four year old program.

Admission Procedure to St. John Preschool: Parent/guardian must provide St. John Preschool with **completed** forms from the registration, including a physical and immunization record **before** the child may attend the preschool. This information needs to be updated each year.

Payment of the non-refundable registration fee must be made before the child may attend the preschool. Parent/guardian agree to pay the established tuition per student. This tuition may be paid yearly, quarterly, or by the month. Checks must be written out to St. John Preschool.

Preference is given to families presently enrolled at St. John Catholic School. Preference is given to parish members as well. A dated waiting list will be established if necessary.

St. John Preschool will not deny enrollment to a child based on race, color, national or ethnic origin, or religion.

Parent/guardian must report to the preschool any changes of address, phone, and place of employment. Please remember to make changes in emergency notification persons.

Medical/Dental Information: St. John Preschool staff shall obtain specific information from the parent/guardian of students regarding where emergency medical and dental services should be obtained. The parent/guardian of each student will authorize a doctor, dentist and hospital within the proximity of the center (within the community or nearby town) that can be contacted in the event of an emergency.

Withdrawal From St. John Preschool: If you find it necessary to withdraw your child from our program for any reason, we ask that you give us two weeks notice in writing. If a child stops attending school, and written notice had not been given, you will continue to be charged tuition until such notice is received. St. John Preschool cannot give your child's space to a child on our waiting list until we know for sure that you have withdrawn your child from St. John Preschool.

## **V. Program Description**

### Child/Staff Ratios:

- Three year old: 1 caregiver to 8 children
- Four year old: 1 caregiver to 12 children

These ratios will be maintained according to class size.

Field Trips: Field trips are part of the curriculum offered at St. John Preschool. Transportation is provided through parent/guardian volunteers, vans, or walking. Four-year old preschool students can be transported by school bus provided by the Independence Public School District. First aid kits and children's emergency phone numbers are taken on field trips. Field trips off preschool property require an extra staff person. Permission slips will be required in advance of any field trip off preschool property. When students are transported, the driver will be an adult with a valid driver's license and the owner of the vehicle will have insurance. In transporting seven or more children, all vehicles will have a minimum of two staff members or other adults present. There will be seat belts and car seats for child transportation.

Play Program: When weather permits, St. John Preschool staff will try to get the children outside. Clothing should be appropriate for the weather.

Toys: St. John Preschool asks that children bring toys and other items from home for Show and Tell days only. This will eliminate misplaced, broken, and lost toys, St. John Preschool cannot be responsible for lost or broken toys.

## **VI. Communication**

Absences: If your child will not be attending class for any reason, we ask that you inform us as much in advance as possible. No refunds or credits will be given for absences in preschool. If your child has the illnesses listed below, we ask that they do not attend preschool. Should a child become ill while at preschool, the parent/guardian will be expected to pick up the child from preschool within one hour. Please keep the staff informed of any changes in your child's health status and/or eating habits (i.e., a child who develops an allergy).

AIDS: Children diagnosed as having AIDS, or with laboratory evidence of infection with the AIDS associated virus (HIL.V-III/LAV) and receiving medical attention may attend classes in an unrestricted educational setting in accordance with Archdiocesan Board of Education Policy 5141.2.

Fever: If a child has a temperature of 100 degrees F. and exhibits any of the below conditions, the child will be sent home. A child with a temperature of 101 degrees F. will be sent home immediately.

Respiratory Distress: If the child has a temperature elevation (unless temperature elevation is due to recent immunization) the child shall not be brought to preschool. This shall also be the case if the child gets red or blue in the face or makes high-pitched croup or whooping sounds after the child coughs.

Diarrhea and Vomiting: If there is any diarrhea or vomiting, the child may not be brought to preschool. If the child has any loose stools while at preschool, or if the child vomits at preschool, he/she will be sent home. The child may return if he/she has been free from diarrhea or vomiting for 24 hours. If there is diarrhea or vomiting for several days, a physician should be notified.

Eye Infection: If the child has eyes that are mattered or draining, the child shall not be brought to preschool. The child may return after he/she is on antibiotic ointment for 24 hours or the eyes have shown marked improvement.

Impetigo: A child with impetigo shall be excluded from preschool for 24 hours after treatment has begun. The return shall depend upon the location of the infected area and if the area is dried and healing well.

Ear Infection: If there is drainage from the ear; your child shall not be at preschool. (Exception: if the child has tubes and has been on an antibiotic for 24 hours.) A child with a diagnosed ear infection with no drainage must be on medication or a release must be obtained from a physician stating that the child is free from communicable disease.

Lice: Upon receiving notice of suspected cases, the school will examine the child to confirm the report. If confirmed, a school-wide check will be done. All students with confirmed cases will be sent home with a note explaining treatment (lice) or a medical referral (scabies). If a school age child becomes infested, the child should be kept home and given proper treatment. The child must be free of infestation before returning to school. Readmission to school will be allowed 24 hours after treatment (or with a note from a physician). Repeat treatment is recommended in 7 to 10 days. Rechecks of infested students are conducted.

Scabies: When scabies is suspected in a child, the child shall be restricted from preschool until after initial treatment with appropriate medication. It is advisable that family members also be treated.

Ringworm: When ringworm is diagnosed in a child, that child shall be restricted from preschool until the day after appropriate medication. All clothing worn by the child prior to treatment should be laundered. It is advisable that family members also be treated.

Chicken Pox: The child may not attend preschool until the sores have stopped seeping and are scabbed over

Accidents/Emergencies: Incidents or accidents resulting in injury to a child and minor changes in health or behavior will be reported on the day of the accident. The written report will be prepared by the staff person who observed the incident, injury or minor change in health behavior and shall include a general description of the incident and of the action taken, if any, by the staff at the preschool.

If a child is hurt more severely, the staff will arrange for the transport of the child as quickly as possible to the Emergency Room and contact the parent/guardian disposed of. All St. John Preschool staff are CPR trained and have had the Universal Precautions Training (DHS)

Changes of Address/Phone Number: Please notify the St. John Preschool immediately if you have a change of address or telephone number (home, work, cellular). This information must be kept-up-to date, particularly in the case of an emergency.

Dual Parent/Guardian Reporting: According to the Archdiocesan Board of Education Policy 5124, in the case of a child whose parent/guardian marriage has been dissolved or a separation of a parent/guardian from the home, the name and address of BOTH parent/guardian should be on file.

Unless otherwise decreed by a court order, information commonly made available to parent/guardians of any child will be made available to both parent/guardian. In the case of children whose parent/guardian marriage has dissolved, a certified copy of the Order of Dissolution (the portion that pertains to the child custody), a well as any subsequent modification of the order, should also be on file. If any major confrontations occur at St. John Preschool during the process, families will be asked to leave our program.

Early Dismissals, School Closing, and Late Start Procedures: St. John Preschool will follow the St. John School schedule regarding school closings due to bad weather. In the case of a two-hour late start, St. John Preschool morning classes **will be closed**. Do not call rectory or school. Instead, information can be heard on KWWL, KGAN & KCRG television stations or by listening to KOEL and KQMG radio stations.

Preschool Schedule: Classes for the four (4) year olds will be held daily, beginning at 8:20am and dismissing at 11:15am. Children are to arrive no earlier than 8:10am and are to be picked up no later than 11:25am. Afternoon classes for the four (4) year olds begin at 12:15pm and will dismiss at 3:15pm. Children are to arrive no earlier than 12:00am and be picked up no later than 3:20pm. Classes for the three (3) year olds will be held daily, beginning at 8:30 and dismissing at 11:15am. Children are to arrive no earlier than 8:20am and are to be picked up no later than 11:30am. Children should be accompanied into the classroom by an adult and picked up in the same manner. For the four (4) year olds, please use the **South Entrance** to the Preschool on 3<sup>rd</sup> street NE. For the three (3) year olds, please enter the BLUE door just north of the main entrance on 4<sup>th</sup> Ave. NE. A parent/guardian or adult that is listed on the Child Information Form must pick up the child.

Children **WILL NOT** be released to any other person unless there is parental consent. Parents are responsible for bringing the child to school **on time** to avoid classroom disruption and for picking the child up promptly when classes are dismissed. If you are going to be late, please call as soon as possible to notify the staff and to let your child know so they do not become anxious. A child who is left at St. John Preschool for over thirty minutes past pick up time may be handed over to the Department of Human Services.

Parent/Guardian Participation: We encourage you to contact us with any questions. The teacher cannot accept verbal messages from the children. Please write a note or leave a message for the teacher to return your call. Parents/Guardians are welcome to visit and observe the class in session at anytime during preschool hours, unless parent contact is prohibited by a court order.

## VII. Emergency Procedures

Emergency procedures are in order for a number of scenarios. Written procedures are included for immobile children. The lead teacher will take the attendance sheet, child emergency information forms, and the first aid kit when leaving the classroom for an

emergency. Staff will notify parents using the emergency phone numbers provided by parents. Emergency procedure diagrams are posted for exiting the school or seeking shelter within the school depending on the scenario.

Fire Evacuation Procedure: Call 911. Children and staff will walk in line. Staff will carry immobile children as needed. Lead teacher will take attendance sheet, child emergency information forms and first aid kit. Children and staff will exit classroom and proceed to the nearest and safest exit. They will proceed to the playground by the safest route. Lead teacher will check off children's names and staff names. Use CPR/first aid as necessary. Notify emergency personnel of any missing children/staff or injured persons. Wait and follow instruction of emergency personnel. If safe, reenter building. Families will be notified. If not safe, proceed to church basement. Staff will call families from church phone. Immobile children will be transported to church by vehicles.

Tornado Procedure: Call 911. Children and staff will walk in line. Staff will carry immobile children as needed. Lead teacher will take attendance sheet, child emergency information forms and first aid kit. Children and staff will walk into designated area away from windows. Everyone will sit/kneel on the floor covering head with hands. Lead teacher will take attendance of children and staff. Use CPR/first aid as necessary. Notify emergency personnel of any missing or injured persons. After all clear return to classroom. Families will be notified. If not safe to stay in building evacuate to church basement or safe area. Immobile children will be transported to church by vehicles. Staff will call families from church or safe area phone.

Blizzard Procedure: Listen to weather report. Stay inside. Keep dry and warm. Check water, food and heat source. Lead teacher will take attendance of children and staff. Families will be notified of weather conditions. Wait for families to pick up children. If children are not picked up by one hour after closing time, keep calling families.

Building Structural Damage Procedure: Call 911. Children and staff will sit on the floor under tables or walk into hallway. Staff will carry immobile children as needed. Sit on floor with hands over head. Lead teacher will take attendance sheets, child emergency information forms and first aid kit. If safe, children and staff will evacuate building by safest and nearest exit. Proceed to the playground. Lead teacher will take attendance of children and staff. Use CPR/first aid as necessary. Notify emergency personnel of missing or injured persons. Families will be notified.

Power Failure Procedure: Call 911 or Independence Light and Power at 319-334-0100. Front office will be notified and they will notify in house personnel to research problem. Use flashlights and/or emergency lighting. No candles. Lead teacher will take attendance of children and staff. Stay inside away from downed power lines. Families will be notified if there is a need for children to be picked up.

Bomb Threat Procedure: Call 911. Children and staff will line up. Staff will carry immobile children as needed. Lead teacher will take attendance sheets, first aid kit and child emergency information forms. Children and staff will exit building by the safest and

nearest exit. Proceed to playground area farthest from building. Lead teacher will do attendance of children and staff. Notify emergency personnel of missing or injured persons. Use CPR/first aid as necessary. Wait for instructions from emergency personnel. Return to building after cleared for safety. If not safe, proceed to church basement. Families will be notified.

Chemical Spill Procedure: Call 911. Keep children safely away from spill area. Identify chemical spilled. Follow directions from the fire department Hazardous Material Emergency Team.

Missing Child Procedure: Call 911. Lead teacher will do attendance. Staff will check with front office to see if child was signed out by parent/guardian. Staff will alert all other staff and proceed to search bathrooms, classrooms, lunchroom, outside, etc...Families will be contacted.

Intoxicated Pick Up Person Procedure: Call 911. Ask pick up person if they are able to take child. Tell them that they need to have someone else pick up child. If person insists on taking child, call 911 to report pick up person.

Intruder In Building Procedure: Call 911. Close classroom door. Alert front office of intruder. Lead teacher will take attendance of children and staff. Close all doors in proximity to classroom. If threatened, protect self.

## **VIII. Discipline/Dismissal**

Kind, consistent, but firm discipline with positive redirection will be used. There will be no physical punishment. If necessary, time away from the activity to regain self-control will be used.

If a child is showing negative behaviors such as consistent discipline problems, biting, or behaviors that are creating a consistent disruption in the classroom routine or if the child is showing signs of inconsistent potty training abilities the procedure for addressing these concerns is as follows:

1. The teacher will notify the parent/guardian about the behavior/issue via letter.
2. The teacher will make a phone call to the parent/guardian regarding the issue.
3. The teacher will set up a meeting to talk with the parent/guardian face to face in order to work on said issue.

After following this procedure, if a child's behavior and attitude continues to be disruptive to the group or to other children's welfare, St. John Preschool reserves the right to ask you to withdraw the child from our program.

## **IX. School Dress Code and Good Grooming**

Students' dress and personal grooming needs to be neat, clean, and appropriate for the learning environment. Shoes worn should be considered for their safety, practicality and comfort (no flip-flops). Shoes must be worn at all times. Shorts may be worn from the start of the school year until October 15<sup>th</sup> and from April 15<sup>th</sup> to the end of the school year (weather permitting). In addition, between October 15<sup>th</sup> and April 15<sup>th</sup>, socks must be worn with shoes and sandals. Boots, coats, hats and mittens are to be worn when weather warrants them or at the discretion of the staff.

## **X. Health/Safety Issues**

Medication: Medications will only be given by doctor's orders, and only if the medication cannot be taken before or after the child's preschool attendance hours. In that event, the medicine will be dispensed by a designated party with appropriate training and with the written consent of parent/guardian. A physician's signed, dated authorization including the name of the student, physician, medication, dosage, and medication schedule must be given to the school on or with the original container. A record of each dose of medication administered will be documented in the pupil's health record.

Non-prescription medicine would also follow this same policy. Medications must be clearly labeled with dosing instructions and age appropriate.

Fire and Tornado Drill: Unannounced drills are conducted at various times during the year in accordance with Iowa Codes. Students are expected to leave in an orderly fashion, without talking, according to the directions of the teacher and return the same way. State law requires two tornado drills and four fire drills each year.

Lead In The Drinking Water: During 1991 all schools of the Archdiocese were tested for lead in the drinking water. The test results indicated the lead levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for lead needs to be done at this time.

Chemical Right to Know Law: The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored, please contact the principal.

Asbestos: Federal regulations and Archdiocesan Board of Education policy 7113 require us to inform you that there is asbestos in the St. John Catholic School Building. A certified asbestos inspector performed a building inspection in February 2000.

Radon Testing: During 1991, all schools of the Archdiocese were tested for radon. The test results indicated the rooms were below the established safety levels. Testing for radon is performed every two years.

Tobacco/Smoke Free Campus: St. John Catholic School has been designated as a "Tobacco/Smoke Free Campus." There is to be no tobacco or smoking on school grounds at anytime.

## **XI. Snacks/Foods and Nutrition**

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

Children attending St. John Preschool will be provided a nutritionally balanced snack as defined by the USDA Child and Adult Care Food Programs (CACFP). Snacks will be served at a regularly scheduled time for children attending both the AM and PM sessions. Two food groups will be represented at each snack time as outlined in USDA guidelines. Milk or 100% juice will be served with each snack, counting as one food group. The preschool serves a wide variety of nutritional snacks and encourages children to expand their tastes by at least trying a portion of the food offered. Please refer to the CACFP Meals for Children 1-12 Serving Size Chart, which is posted in each St. John Preschool classroom.

Parents/guardians are responsible for supplying snacks for St. John Preschool. A signed permission form stating parental/guardian permission to eat snacks provided by families of children attending the preschool is present in each child's file. All parents/guardians will be provided with a snack calendar for the upcoming month. Parents/guardians will fill out the calendar with what they will provide and send the calendar back to school. Staff condenses the returned calendars into one master snack calendar for the upcoming month, which is made available to parents/guardians at least one week in advance of the first monthly preschool session. This master snack calendar is also posted on the parent bulletin **board** located in each preschool room. Copies of the snack calendars are kept on file for a minimum of two years for consultant review.

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 individualized care plan prepared in consultation with family members and specialist involved in the child's care. Children with food allergies shall be protected from contact with the problem food. With written family consent, the program posts information about the child's allergies in the food preparation area and in the areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day.

The size, shape, and consistency of food contribute to its ability to choke small children. As with small parts of toys, pieces of food that are approximately one-half to one and one-half inches in diameter, are round, or are tough and don't easily break apart pose serious risk to children.

Foods that are known to result in a high rate of choking if not modified include: hot dogs, dry meat, hard candies, gum drops, chewing gum, carrots, raw peas, celery, whole grapes, apples, raisins, dried fruit, nuts and seeds, pretzels, potato chips, popcorn, marshmallows, cookies, bread, and spoonfuls of peanut butter. If any of these items are served, they will be cut into small pieces (not round).

St. John Preschool staff will provide supervision by sitting at the tables during snack time. Additionally, staff will encourage and model good table manners and appropriate social interactions while eating.

## **XII. Hand Washing Practices**

Hand washing is the most important way to reduce the spread of infection. Many studies have shown that unwashed or improperly washed hands are the primary carriers of infections. All St. John Preschool staff, volunteers, and children shall follow these guidelines for hand washing at the following times.

1. Upon arrival for the day or when moving from one childcare group to another.
2. Before and after:
  - A. Eating, handling food, or feeding a child
  - B. Giving medications
  - C. Playing in water that is used by more than one person
3. After:
  - A. Using the toilet or helping a child use a toilet
  - B. Handling bodily fluid (mucus, blood, vomit), from sneezing, wiping and blowing noses, from touching mouths or sores.
  - C. Handling pets and other animals
  - D. Playing in sandboxes
  - E. Cleaning or handling the garbage

St. John Preschool ensures that staff will assist children in personal hygiene sufficiently to prevent or minimize the transmission of illness or disease.

## **XII. Biting Policy**

Even in the best child care center, periodic outbreaks of biting occur among infants, toddlers and sometimes preschoolers and occasionally older children. This is an unavoidable consequence of grouping young children together. When it happens, it can be scary and very

frustrating for children, parents, and teachers. Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Childcare group situations are difficult: dealing with others constantly around, sharing attention and toys, and too much or too little stimulation are all very difficult for children. Biting is not something to blame on children, their parents or their teachers. When biting breaks out, a high quality childcare program immediately takes action, not to blame the biters but to change the environment and help children change their behavior.

It is important that the caregivers remain calm and in control of their emotions when biting occurs. Staff should not show anger or frustration towards the child. The caregiver should calmly respond to the child, letting them know that biting is not ok. In addition the following steps will be taken:

1. The teacher will remove the child from the situation and focus caring attention on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten (hold ice pack for the child who was bitten).
3. The care giver should talk to the child who bit (if able to communicate) and talk about different strategies that the child can use next time (give them appropriate words) instead of biting. This should be done short and simply.

It is important to explore the reasons for biting when it occurs. Staff needs to work with the parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of some triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are some examples of this assessment.

1. The teacher will examine the context in which the biting is occurring and look for patterns. The teacher will use the Center Action Plan for documentation and ask the following questions:
  - Was the space too crowded
  - Were there too few toys
  - Was there too little to do or too much waiting
  - Was the child who bit getting the attention and care he/she deserved at other times, other than when he/she was biting
2. The teacher will change the environment, routines or activities if necessary
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using words, if they are able
4. The teacher will observe the child, to get an idea of why and when they are likely to bite
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten
6. The teacher, parent and administration will meet regularly to regulate an action plan and to measure the outcome of these changes
7. If biting continues, the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

First aid in response to biting (both child and adult)

1. Wear gloves, clean wound with soap and water. Run water over wound for 5 min.
2. Apply ice or cool compress to help reduce pain or swelling
3. Bandage the wound if necessary
4. Write a detailed incident report for both children involved with the incident

First aid if bite breaks the skin. (both child and adult)

1. Wear gloves, clean wound with soap and water. Run water over wound for 5 min.
2. Control the bleeding
3. Cover the wound with sterile dressing and bandage
4. Contact parent of BOTH children involved and encourage them to contact their healthcare provider to determine if they need to be seen.
5. Write a detailed report for both children involved with the incident.

When children bite, their parents are informed personally and privately the same day. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident report form, which is completed and signed by the teacher, parent and an administrator is notified.

One copy is given to the parent and one copy is kept in the file.

- We will put the child's safety first and provide first aid as well as comfort, support and advice to any child who is bitten.
- We will provide appropriate programming for children to help prevent biting.
- We will make current information and resources on biting available to you.
- We will provide teachers with adequate knowledge and training to deal properly and effectively.
- We will take your concerns seriously and treat them with understanding and respect.
- We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
- We will respond to your questions, concerns and suggestions- even when our response to some suggestions is no.
- We will work to schedule conferences about biting with you, at a time you can attend.
- We will keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We want the best for all children in our program. If you want more information on biting or have questions or concerns, please let us know- we are here to help you and your child on their journey to independence.

## **Biting Behaviors Policy**

1. Attend to victim of the biting incident.

2. Point to your mouth and biters and firmly say "NO BITE".
3. Write incident/accident report for both biter and child bitten.
4. Carefully watch child doing the biting. Intervene before child bites again using redirection, providing additional toys or space.
5. If biting occurs just before snack or meal time, offer a child a cracker while sitting at a table.
6. Be consistent.
7. After second biting incident, call parent and discuss behavior.
8. After third biting incident in a short time period, set up conference with parent, teacher, and administrator.
9. During conference- set of plan of action
10. If biting continues after trying plan for two weeks:
  - a. Parent may pay for 1/1 childcare to provide safety.
  - b. Parent will need to find other childcare or dismissal from program.
  - c. Child may return to center when biting stage has ended.

Please return the bottom portion after reading/reviewing the Parent/Guardian Handbook.

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TO: St. John Preschool

I/We have read the St. John Preschool Parent/Guardian Handbook and understand our responsibility in the matters included in this handbook. I/We have discussed the necessary items with my/our child/ren.

Signature(s):

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form on the first day of preschool. Thank you!!