



Indiana Horizon Academy

**Preschool Policies and
Procedures
2018-2019**

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Mission Statement

“To provide a nurturing Islamic environment where students aspire for excellence in education, integrity and leadership skills to better serve humanity”

About IHA

Indiana Horizon Academy was established in August 2013 for grades Preschool to 5th grade.

IHA is a full-time Islamic school that offers a full academic curriculum based on the Indiana state standards. It also offers Quran, Islamic studies, Anoos (Taffakur and aqeeda building) and Arabic as part of the students’ Islamic education.

IHA goals and Philosophy

1. Teaching the whole child to develop fully his or her academic, spiritual, physical, and social emotional potential to become an independent, passionate lifelong learner;
2. Providing a child-centered, innovative, creative, and challenging core curriculum focused on inquiry, critical thinking, and problem solving skills;
3. Guiding students to understand and follow the teachings of the Quran and the Sunnah of Prophet Muhammad (PBUH) as a role model;
4. Cultivating and incorporating a global perspective throughout the curriculum to develop in students a positive American Muslim identity with respect and appreciation for the diversity of the world cultures and religions;
5. Individualizing instruction to meet the needs of all students;
6. Advancing our students’ learning through the use of technology as a resource for research, communication, and extension of learning beyond the classroom to increase creativity and productivity;
7. Developing in student’s self-confidence, honor, kindness, respect, and selflessness to become role models who desire to make the world a better place;
8. Promoting a cooperative and supportive partnership between school and home;

9. Strengthening relationships between school and the larger community through meaningful service learning opportunities;

1. Enrollment Equal Educational Opportunity

It is the policy of the Indiana Academy Preschool not to discriminate in its education programs or educational activities on the basis of sexual orientation, race, religion, color, national origin, marital status or disability. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society.

2. Eligibility

Children wishing to enroll in the preschool program must be at least three (3) years of age on or before August 1st to enroll in our five day programs. Evidence of age must be presented in the form of a birth certificate or other comparable evidence before the child may enroll. Any exception to this policy will be reviewed on a case by case basis. Pre-registration will begin in the spring of the year. Registration materials are available in the office. Students have to be toilet trained and able to use the bathroom independently with minimal help.

3. Admission the first 30 calendar days from the student's start day are a probationary period for the school, child and family. The school agreement can be terminated at any time during this period. The school reserves the right to dismiss any student for reasons that include but are not limited to:

- a. Abuse of other students, staff or school property.
- b. Continued violation of school policies by the student or parent.
- c. Disruptive or dangerous behavior by student or parent.
- d. Inability to meet the child's needs.
- e. Failure to pay tuition and school fees.

Hours of care are 8:30 – 3:30 Monday through Friday based on the school academic calendar.

The preschool follows the Indiana Horizon Academy calendar along with additional professional development days that will occur throughout the school year which will be announced.

4. Vacation/Travel policy

Parents are required to submit a travel request/agreement form for any travel plan for more than 5 instruction days. It is the parents' responsibility to make arrangement with classroom teacher to ensure that the student completes missed work. Tuition will not be waived for the missed time. Please be aware that missing 18 instructional days or more will jeopardize enrollment at IHA and may result in school dismissal. IHA follows other public schools calendar in terms of instructional 180 days and holidays. All days off are marked on the school yearly calendar for parents' reference. Teachers have number of paid days off that can be used for sick, vacation or personal off days. The school will ensure that a qualified staff substitute is available to run the instructional day as planned.

If circumstances happen where the main lead teacher has to be absent for an extended period of time, then the school will ensure that a qualified staff member is taking care of the children and following the school policies and procedures.

5. Lunch

Children are required to provide their own sack lunch daily. Lunch should be complete with a healthy nutritional option for the child. **Children are required to have their own reusable plastic water bottle, labeled with name. This is to be filled each day so that the child can have access to water throughout the day as needed.** Students are responsible to unpack or put all left over food back in their lunch bags. Preschool students will be helped by their teachers. Home lunch forms with parents' approval of policy will be in each student's file.

Our school policy indicates not to throw any leftover food away except of liquids and messy opened items like yogurt, apple sauce or pudding. Students should bring only water, healthy juices or milk for lunch. Each student should have a food safety transportation document signed by the parent in their file.

6. Hot Lunch

Hot lunch is an option for children. Hot lunch will be given on Mondays and Wednesdays each week. Parents are to prepay for hot lunch at the beginning of each month to ensure child will

be counted in lunch for that day. Hot lunch will be cooked and prepared at the school kitchen. Weekly menu is posted in each classroom, school entrance and kitchen.

7. Snack

A healthy snack is given to the Preschool children, two times each day to ensure healthy nutrition to focus on learning and educational growth. Snack options are normally appropriate for student's age and cut into pieces to avoid any choking hazards. Snack menu is shared with parents and posted in the classroom and kitchen.

8. Attendance

We encourage you to send your child daily except in the case of illness. If your child will not be in school, please notify the front office.

Consistent attendance is important for your child to gain the most from our program, to meet their educational goals and develop attendance habits that will carry on throughout their school years. Supporting a child's daily attendance allows parents to convey a message to their child that they value education and that school is an important priority. Please call by as soon as possible if your child will be absent.

9. Arrival and Departure

Please follow the circular line and drive your vehicle as close as possible the school pavement in a parallel position. A staff member will direct students from and to the **right side of your vehicle ONLY**.

Vehicles are not allowed to park in front of the school entrance during arrival and dismissal time including the pavement adjacent to the school.

The pavement in-front of the entrance is **ONLY** for drop off and pick-up.

Park your vehicles couple of lots away from the entrance if you need to drop off or pick up your children from inside the school.

Please obey the Handicapped signs and do not park your vehicle at the designated two spots

Students will be directed to the Quran Blossom classroom to change their shoes, and leave hang their coats or jackets and get themselves ready. Four years old students will be directed to the English classroom to change. At dismissal time all students will sit in the hallway waiting for their names to be called under the supervision of staff members.

10. Late Arrival

Students are considered late if they are not seated and ready to begin class at 8:45 am sharp.

If late arrival continues to occur, the administration will take appropriate action, which might include cancellation of enrollment for the school year. It is very important that the children are in class on time. Late students interrupt class by coming in after the teacher begins teaching. This is not fair to the students who are on time. Parents have to bring students inside the school and sign them in.

11. Late pick up

Students should be picked up at 3:30 PM. A \$10 per child for every 5 minutes or any fraction thereof after 3:45 PM. Once main school door is closed parents must enter the school and sign in and check their child out.

Students are only allowed to leave school with their parents, guardians, or people assigned by parents in the car pooling form. Any other person must have prior permission through a note or phone call to the office.

12. Health and illness policy

- ❖ When you know your child is sick, you should call the school as soon as possible, preferably one-half hour before the start of classes. You may leave a message on our voice mail. You should keep your child at home whenever you feel he/she is too sick to come to school. Your child will not be allowed to come to school if he/she has experienced any of the following in the past 24 hours:
 - A fever of 100 degrees or more, student should remain at home until he/she is fever free for 24 hours without medication.
 - Vomiting/Diarrhea more than 3 times in 24 hours

- Any contagious condition, bacterial or viral as determined by the family doctor (including but not limited to a cold accompanied by a runny nose which has yellow or green discharge, strep throat, chicken pox which have not yet scabbed over, lice until 24 hours after treatment, etc.)

The administration will consider an exception if the attending physician provides written permission to return to school.

- ❖ If your child becomes sick at school, you will be notified immediately and you will be required to pick up your child or make arrangements for someone else to do so. School staff members will administer medications with written notes from the child's doctor on file. In case of an emergency the school will notify 911 and call right away and take proper actions. All students should have a medical authorization form on file.
- ❖ You will be notified in writing in the event of the illness of a staff member or another child with a contagious disease to others, or any emergency that prevents children from being cared for in the facility. You should always have a backup plan for care for your child (ren) in place.
- ❖ You will also be notified in case of an injury or death of the staff member or provider and we will ensure backup qualified personnel are still responsible for supervising the children and their safety is not compromised.
- ❖ In case of a minor injury, staff will document the accident and proper action taken and parents will have to sign the incidence report to keep on file.
- ❖ **Medications:** All students should have a written prescription on file of all over the counter medications that the school staff can administer. Parents will have to come to school and administer the medication if there is no written permission from the physician.

13. Dress Code

General note for all students, the intention behind our uniform guidelines is to please Allah (SWT) by conforming to His standards in terms of modesty and cleanliness. Other factors, such

as safety (i.e. closed toe shoes and sandals) and aesthetics (e.g. color, neatness) are also used to determine the school's uniform. Uniform need to be purchased from www.frenchtoast.com

- All students must wear clean uniforms and have a tidy appearance. Logos or brand names may not be displayed on any item of clothing.
- All students must wear socks (white, navy blue, or black).
- Students may have to wait in the office for their parents to bring proper uniform.

Children should be prepared for outdoor play in cold weather with appropriate outerwear, including snow pants, gloves, and boots.

Boys: are required to wear navy blue dress pants (no cargo pants or jeans) with light blue collared shirt or polo shirt. Preschool should be wearing pull on pants. Long navy shorts below the knee are accepted.

Girls: are required to wear red and blue navy jumper with yellow or light blue shirt or polo under. They also should be wearing white, yellow or navy tights under the jumper.

Both boys and girls must wear white, navy, or yellow socks. Sweaters, when necessary, must be navy, and non-hooded.

Girls shouldn't wear excessive jewelry, make up of any kind or show painted nails.

Both boys and girls should be wearing indoor shoes which can be purchased from school. If you would like to bring a pair of indoor shoes from home, it should be approved by the office first.

All students should have an extra set of clothes and underwear in the school. Three years old students should have a pillow and blanket that is sent home every Friday to be washed and returned on Monday.

14. General Information

Students' health records should show that child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics.

Who Works in Preschool

Principal A person designated as the program administrator supervising the preschool program.

Teacher A full-time teacher holding a Master's of Science, specializing in Early Childhood Education is assigned to the preschool classroom. All teaching staff continuously strengthens their leadership skills and relationships with others and works to improve the conditions of children and families within their programs, the local community, and beyond. Teaching staff are encouraged to participate in informal and formal ways in local, state, or regional public-awareness activities. They may join an early childhood group or organization, attend meetings, or share information with others both at and outside the program

Teacher Assistant

A teacher assistant-teacher aide in the classroom carries out activities under the supervision of the teacher. The teacher assistant will have a high school diploma or GED and 50% of assistant teachers-teacher aides have at least Child Development Associate Credential (CDA) or equivalent or 100 % of assistant teachers-teacher aides who do not have at least a CDA are enrolled in a program leading to a CDA or Equivalent, are participating in the program, and are demonstrating progress toward the CDA or equivalent. The teacher assistant-teacher aide will have specialized training in early childhood education. We follow the guidelines of Division of Family Resources Bureau of Child Care (FSSA) in terms of square foot per child which is 35 SF/child and teacher/students ration which 1 staff/10 student for 3 years old and 1/12 for 4 years old. Students are under direct supervision all the time.

15. Birthday party policy

Child birthday is a special milestone development especially at early year. School staff will acknowledge the date of all students' birthday but will not allow any birthday parties to take place at the school. IHA is encouraging healthy eating and would like to teach children by role modeling healthy eating styles. Therefore, the school administration will not allow cups, cakes, sugar cookies, candies or any treat that contains heavy amount of sugar in it to be brought to school.

Private birthday invitations have to make to all students in the classroom in order for classroom teacher to distribute in class. Otherwise parents have to make their own arrangements to invite students.

16. Daily Activities

A consistent daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Play is planned for every day. Listening is balanced with talking, group activities with solitary time, indoors and daily outdoors play time that is incorporated during the day. Your child will have the opportunity for the following types of activities every day:
*Circle times, including large and small group learning opportunities * Snack *Center Time
*math and literacy activities *Gym/gross motor opportunities

Lesson plans for each week are posted in the classroom showing how these activities are incorporated into the daily schedule. Weekly newsletters will be sent home to families in children's backpacks and electronically through DOJO App.

17. Nap Time

Only the 3yr children will nap daily, it's required by law. Each child will rest on a cot and area allowed to bring a blanket, small pillow and sleep friend from home. We ask that you send these items in a reusable bag every first day of the school week, and we will send them home every last day of the school week for cleaning. Cots are placed in the classroom at least two feet apart from each other, and are stored away in the classroom without disturbing the other learning areas. During the rest time, the lights are turned off and quiet music will be played to promote rest. Each cot is sanitized daily after the children wake up, and placed back in their rack.

18. Curriculums & Assessment

The State of Indiana has Standards for Preschool Education that each child is expected to meet upon completion of the Preschool Program. The Teacher has created a guide or map of how activities in the classrooms will be structured in order for each child to be successful in the school year.

Reading and Language Arts

Indiana Horizon Academy believes that “readers are leaders”. Children have the opportunity to learn in various ways through print. In each classroom, a space is designated for a library area, with a rotation of books that the children can freely read throughout the day. Various books are read by the teacher several times a day and are followed by a discussion such as who are the characters, problem, solution, author and illustrator.

A listening center is offered to the children through center time. The children have the opportunity to choose which book they would like to listen by CD and they learn to follow along with the words to the story.

Children learn many new skills to prepare for to be efficient readers such as recitation of letters, phonics and the sounds of letters, reading left to right, sight words, and writing. Emergent Readers are also a key element in the classroom with the Pre K students which promotes word recognition and memorization of sight words.

Indiana Horizon Academy promotes language throughout the curriculum by expanding vocabulary with a new word each week. The whole school has the opportunity to focus on these new words to use in their everyday language and learning. Each week, there will be new vocabulary words displayed, along with pictures. The classroom also has a word wall, which helps to promote words that focus on beginning, middle and ending sounds in words. This year, we are also focusing on a special author each month, and will do various activities to promote understanding. Parents are encouraged to expand their home library by ordering books through Scholastic Book Club on a monthly basis. Encouragement to read at home is given weekly to parents.

Science & Social Studies

Indiana Horizon Academy believes in teaching the whole child to develop fully his or her academy, spiritual, physical and social emotional potential to become independent, passionate, lifelong learners. The curriculum focuses on the differences and similarities of people, culture, home and families. We want our children to learn social emotional skills, learn to become independent by learning to take care of their own needs, and become good citizens in our

school by positively resolving conflicts and learning to interact with others. Each month Indiana Horizon Academy focuses on a theme that tie in our community and how we are alike and different in many ways. This gives the children a topic to look forward to learning about in their curriculum. We also feel that being avid helpers within the community is essential for educational growth, such as giving our help to those in need by raising money for various organizations throughout the country. Science is a part of our every-day life in our classroom. Topics such as weather, seasons, colors, animals and plant life, magnetics and force and motion will be covered throughout the school year. The children will have the opportunity to explore these subjects.

Mathematics

Mathematics is our second largest focus in the classroom. Children will be exposed to counting, patterns, shape recognition for 2D and 3D shapes, graphing, number order, sorting and matching. A section of the classroom is dedicated to math manipulatives in order for children to practice these concepts. The 4-year-old children will work with the numbers 0-31 as part of the daily calendar routine, and the 3-year-old children will work with the single digit numbers. Concepts will be taught during both small and whole group activities, and practiced daily.

Art, Music and Sensory

Indiana Horizon Academy feels that every child may express themselves in many different ways and art is a wonderful way to do so. An art area in the classroom contains different mediums to promote creative expression. Other materials such as beads, tiles, glitter and stickers are rotated so that children have a chance to use these as well. Children should be able to express themselves freely. The Preschool Program focus is on not just the end product of art work, but on the process that the child experiences.

Music is a key component in the classroom; children are exposed to finger plays that are in correlation to the curriculum. Songs on CD's are used as transitions and teach important skills such as following directions. Quiet music is played during work times and rest time. Children also have musical instruments to explore in the classroom.

The classroom has two sensory tables, one for sand and one for water. They are open every day. There are smocks that the children will wear to help them protect their clothing, and they will learn to wash their hands after they finish. There are also other times when other materials may be placed in bins such as pompoms, dried beans or popcorn or nature items. It is important for the children to have these experiences; it helps them learn about the world in different ways. Playdough is another activity that children will have daily exposure to. Play dough offers children an opportunity to strengthen hand muscles, and practice fine motor development and interact with other children. They will have time to learn about tools and practice using them as well.

Gross Motor

Every day, weather permitting, children will have time to be outside. The State guidelines are that children may go outside as long as the temperature is about 25 F. It is very important that your child be dressed for the weather. This can include sunscreen, which has to be sent in with a signed permission slip, and will be applied before your child goes outside. During the colder months, it means dressing your child appropriately in a coat, scarf, hat and gloves. Children will learn how to put on their own coats. If the weather is inclement, then the children will play in the school gymnasium. There are balls for them to throw safely, scooters to ride on, mats to tumble on, and other safe toys. Children will also be allowed to move freely around the classroom daily, and will participate in transitional activities that promote movement daily.

Technology

Indiana Horizon Academy feels that children learn through the use of technology as a resource for research, communication and extension of learning beyond the classroom to increase creativity and productivity. All 4 yr. old children will be taught how to use the computer and access the program Success maker daily to reinforce learning in reading and math skills daily. All children will be given a login and password for ABC Mouse which can be used at home. Each classroom also has an IPAD.

Our school uses several applications to communicate with parents. The first app that we used is called Class DOJO. Teachers will provide information on how to access your child's classroom,

and will post pictures throughout the day of the children and activities. Only Parents can access this to have the opportunity to see how their child's day is going. Another app that our school uses is called What's App? It is a very quick way to see information on our school, and creates conversations so that if you forget something, you can look back and see the thread. Teachers also have their cell phones, school email and will communicate by newsletters.

Assessment

Indiana Horizon Academy believes that assessment of young children should be purposeful, developmentally appropriate, and take place in the natural setting by familiar adults. The results will be used for planning experiences for the children and to guide instruction. All results will be kept confidential, placed in each child's file, and stored in a secure filing cabinet. Child portfolios are organized by the teaching staff and include assessments, observational data, and child work samples collected on an ongoing basis.

Assessment information will be shared formally with families during Parent Teacher Conferences in the fall and spring. Informal conferences are always welcome and can be requested at any time.

Types of Assessments Include:

- NWEA/CPAA assessment
- ISTAR -KR
- Anecdotal observations notes
- Reading A to Z
- Gesell Institute evaluation
- CFA's & One on One Skill Tests
- Dibels

19. Special Needs

If a child is determined to need special accommodations, those accommodations are included in the materials, environment, and lesson plans for that child. Examples include sign language and visuals for children with hearing impairments or language delays and behavior plans and

picture schedules for children whose behavior does not respond to the typical strategies used by teaching staff in the classroom. Teachers have resources that they can reach out to, in order to learn more information to better help any child. Running Records will be used by staff to collect data in order to track patterns of behavior and times of occurrences during the course of school day. Parents will receive communication and may be asked to come in to meet with staff to discuss any situation. It is important for all parties to work together in order for us to provide your child with the best possible outcome. Children may be referred the Northwest Indiana Specialist Education Cooperative (NISEC) for an expert evaluation. Our staff will be able to help with the process if necessary. A case conference, with the District Directors or Chairpersons, must first identify the student as eligible for special education services. The school has a special need packet that includes comprehensive policy and supporting documents to be filled, reviewed and signed by parents.

20. Child Guidance and Discipline

IHA staff shall not engage in any of the following act.

1. Inflict corporal punishment in any manner upon a child's body.
2. Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort. Cruel, harsh, unusual, humiliating or frightening methods of discipline, including threatening the use of physical punishment.
3. Placing a child in a locked or dark room.
4. Public or private humiliation, yelling or abusive or profane language.
5. Caregivers shall not associate disciplinary action with food or use of food as a reward. Caregivers shall not associate disciplinary action in regard to toileting.
6. Physically restrain any child except: when it is necessary to ensure their own safety or that of others. Only as long as is necessary for control of a situation.

Positive Behavior Interventions and Support (PBIS) is a school-wide prevention program that uses behavior techniques to enable educators, parents and community members to work together to help all students know expectations and receive the necessary support to develop appropriate behavior to engage in learning.

Students are taught positive behavior expectations that are centered on being safe, responsible and respectful. They are also taught how to make good choices and learn the consequences of make bad choices.

Challenging Behavior

The teaching staff in the preschool is highly trained, responsive, respectful, and purposeful. The teachers anticipate and take steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs.

When children have challenging behaviors teachers promote pro-social behavior by:

- Encourage interaction in a respectful manner with all children.
- Modeling turn taking and sharing as well as caring behaviors
- Helping children negotiate their interactions with one another and with shared materials.
- Engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group.
- Encouraging children to listen to one another and helping them to provide comfort when others are sad or distressed

21. Communication and Family Involvement

Parents are encouraged to talk to their child's teacher directly in regard to any academic issue. Administration will not interfere unless further action is required and requested by either the parent or the teacher.

IHA uses different methods to communicate with parents on a daily, weekly and monthly basis:

- Automated phone and email messages
- Newsletters
- Facebook school group
- School website
- WhatsApp

- Dojo application
- Nicki folder for each classroom

Open Door Policy

Parents and legal guardians are always welcome to visit the preschool classroom. As a safety feature, all parents and visitors will check in at the school office. Visitors are asked to please use discretion with regard to bringing babies and toddlers to school as young children may disrupt class sessions. Photo identification will be required for any unknown visitor to the classroom.

IHA parent teacher organization (PTO)

We believe parents are our partners in education. They play an integral part of the success of our mission. Parents are encouraged to join parent teacher organization, to support their students' learning and help the school with various functions and activities. Examples of PTO duties will be to prepare for parties, after school activities, field trips, community outreach and fundraising events and programs.

Any parent who wishes to volunteer at school or chaperone during school field trips, should have a local criminal background check on file before he/she is allowed to do so.

The background check can be done at the local police department.

IHA Parent teacher conference (PTC)

Parent teacher conference (PTC) is scheduled annually after the first academic quarter in November. While it is an annual event, parents and teachers are always encouraged to initiate any meeting before or after this event when there is a need or a concern to discuss academic or development progress of students.

22. Safe conditions and transportation policy

The following steps will be taken to ensure that children are safe while at Indiana Horizon Academy.

Children will be actively supervised with required number of qualified staff members who have completed a comprehensive criminal history check, drug screening and negative TB test and have completed all required training.

Indiana Horizon Academy will not care for children in areas that are being remodeled, repaired, or painted. The school principal is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, furnishings in safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty, parts, or materials containing poisonous substances.

Indiana Horizon Academy will take the following steps to maintain the facility.

- Clean the school daily.
- Keep the school in a sanitary condition at all times
- Sanitize toys, furniture, and other equipment used by children, weekly and when they become soiled or contaminated.
- Wash all soiled items prior to sanitation.

Transportation Safety Policy

IHA doesn't provide children transportation at this time. Parents are required to commute children to and from school in their own vehicles. Parents are asked to chaperone and transport children on field trips and Child/Staff ratios will be maintained at all the time. If the school decides to begin offering transportation on a regular or occasional basis, we will contact the verifying agency, the consultant consortium to demonstrate compliance with CCDF provider eligibility standards prior to transporting children.

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. Nontoxic substances will be used whenever possible.

Safe condition policy will be signed by parents as a separate document to be kept in students' files and posted at the school entrance bulletin board.

23. Hand washing procedures

Frequent hand washing is the 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 children 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 assists 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.

Based on the Islamic faith tradition, students are taught to use water as part of cleaning themselves after using the bathroom. A water can is kept in each bathroom stall that is filled with new water for each child's use. It will be sanitized after each use. The cans are washed and sanitized inside and out every week.

- After handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching

Of mucus, blood or vomit)

- Before and after meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, and poultry)
- After playing in water that 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

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 20 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

24. Universal / Standard Precautions Policy

Reason this policy is important:

Some children and adults may unknowingly be infected with Hepatitis B or HIV or other infectious agents. These agents may be present in blood or body fluids. Therefore, all blood and body fluids of children and staff will be treated as potentially infectious.

Procedure and Practices, including responsible person(s):

Staff shall be educated regarding routine precautions to prevent transmission of blood-borne

pathogens before beginning work in the facility and at least yearly. See **Sample Blood borne**

Pathogen Exposure Control Plan for Child Care Facilities document.

Staff will follow the universal/standard precautions recommended by the Centers for Disease Control and Prevention (CDC) in handling any fluid that might contain blood or

other body fluids. Universal/Standard Precautions require treating all blood and fluids that may contain blood or blood products as potentially infectious.

Procedures for Universal/Standard Precautions are:

1. Surfaces that may come in contact with potentially infectious body fluids must be either disposable or material that can be sanitized (example: diapering pad).

2. Spills of body fluids, feces, nasal and eye discharges, saliva, urine and vomit should be cleaned up immediately.

a. Reduce contact with contaminated material by using gloves, hand brooms or other techniques to avoid touching the spill directly.

b. Be careful not to splash contaminated material in to eyes, nose and/or mouth.

c. Blood contaminated material and diapers shall be disposed of in a plastic bag with a secure tie.

d. Clean any visible fluid from surface with soap and water and rinse.

e. Wet (spray) entire surface with a bleach solution ($\frac{1}{4}$ cup chlorine bleach to 2 $\frac{1}{4}$ cups of water, (1 to 9 solutions) made fresh daily).

f. Let stand for 2 minutes. You may let air dry or you may wipe dry after 2 minutes.

g. Remove gloves carefully (Gloving Procedure*) and wash hands thoroughly

(See Hand Washing Policy).

3. Floors, rugs and carpeting that have been contaminated by body fluids shall be cleaned by blotting to remove the fluid as quickly as possible, then sanitize by spot cleaning with soap and/or disinfectant or steam cleaned/shampooing the surface.

4. Mops or other equipment that is used to clean up spills should be cleaned with soap and

water and rinsed with a disinfectant solution, wrung dry as possible and allowed to air dry completely.

The program director or principal is responsible for developing the Blood-borne Pathogens Exposure Plan (required by OSHA). The program director or principal is responsible for training staff and ensuring plan will conform to requirements in the model plan by the Occupational Safety and Health Administration's (OSHA) *Keeping Safe When Touching Blood and Body Fluids* guide.

When the policy applies:

To all staff and volunteers when blood or body fluids are present.

Communication plan for staff and parents:

Staff and volunteers will receive a written copy of this policy in their orientation packets and attend training before beginning work at the center and training yearly.

25. 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 monthly and recorded on a log.

26. Medical Emergencies and Notification of Accidents

Indiana Horizon Academy has a safety plan that specifies all procedures in case of an emergency such as

- Fire
- Utility Failures (electric power failure, water line break, gas line break)
- Severe weather

- Bomb threats
- Physical Threats/Armed Intruder

Parents will be notified by one call message with instructions on where to pick up their children based on the situation. Staff and students will follow safety procedures plan and will be in the designated place which is outside the building in case of a fire or in the center lower level bathrooms in the case of a tornado. Instruction will be given to specify pick up location for parents.

It is the parent responsibility to have a backup pick up plan for their children in case they can't make it on time.

27. Sunburn and Insect Control Policy:

Written parent authorization is required for staff to administer topical medications such as Sun screen and insect repellent. Clearly label your child's individual bottle with her/his name. They will be applied by staff and stored out of the reach of children. Only sunscreen products with a UVB and UVA protection of SPF 15 or higher will be applied. Staff will only be applied sunscreen with written parental permission. Only repellents containing DEET are to be used. Staff apply insect repellent no more than once daily will only be applied with written parental permission. Parents you must supply your own sunscreen for your child. We will 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. Parents you must supply your own insect repellent containing DEET for your child.

28. Smoke Free Facility:

Indiana Horizon Academy's grounds are smoke/tobacco 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 nonsmoking place. No smoking is allowed on the school grounds or within sight of any children.

29. Child Protection Policies:

Indiana Horizon Academy is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers, parents and students. In case of any complaint or issue in regard to any kind of harassment, neglect or abuse, the principal will take action to investigate and report it to Department of Child Services (DCS) when there is substantial evidence. Disciplinary action may be implemented against the person harassing IHA employees, students or parents. The principal will notify the president of IHA board in writing and document all related information while conducting the investigation. Confidentiality is a key component of the process.

30. Policy changes to this handbook:

This handbook is revised yearly before the beginning of school year. Any future policy changes or addition that might occur during school academic year will be sent as an amendment to be signed by staff and parents and posted in the school entrance parents' communication bulletin board.

Indiana Horizon Academy
Preschool Policies and Procedures
Acknowledgment and agreement

I acknowledge receipt of my copy of Indiana Horizon Academy preschool policies and procedures handbook and I understand that I am obliged to read and familiarize myself with its contents. I understand that this handbook takes place of any prior policies that I have received in writing or heard about verbally.

By signing below, I acknowledge that I/We will be obligated to follow policies and procedures mentioned and failure to do so will compromise my/our school contract.

Name: _____

Signature: _____

Date: _____