

Shimek Parent Handbook



Shimek Elementary School

1400 Grissel Place, Iowa City, IA 52245

(712) 310-4800

shimekbasp@gmail.com

Introduction

Organization

The Shimek BASP is a fully licensed after-school program following the standards of the Iowa Department of Human Services. The program is incorporated in the state of Iowa as a nonprofit corporation and is exempt from Federal Income Tax under Section 501 (c)(3) of the Internal Revenue Code. The program is governed by a volunteer Board of Directors consisting of no less than three members including but not limited to the parents and guardians of the children enrolled in the program. The Board meets no less than quarterly to plan the budget, to determine policies and to deal with other related matters.

We are able to give care to elementary students grade K-6 (5 years to 13 years old). We are able to care for 95 children in our before and after school program.

Purpose and Philosophy

Shimek BASP has been organized to provide before and after school care for children in kindergarten through fifth grade. The Shimek BASP program is a non-profit organization formed and overseen by a parent advisory board. Day to day planning and operation are overseen by the Director.

Shimek BASP does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or employment practices.

The program offers a variety of activities to help stimulate self-expression, exploration and further development of the children in a safe, friendly environment.

Our Mission

The Shimek BASP program welcomes you to our program! As a program the development of positive self-esteem and appropriate social skills are primary elements of all group activities planned for the children attending. The activities are planned and organized to help children learn about themselves and their environment. Our goal is to provide a safe, nurturing and recreational experience that is enjoyable for those attending at a reasonable cost and gives parents peace of mind. Children who attend will have the opportunity to play, do homework, engage in creative and educational experiences, and interact with other children and adults.

Enrollment & Withdrawal

Admission Policy

Any child enrolled in kindergarten through fifth grade is eligible for admission for the before and after school program. Children with special needs will be considered by the Board on a case-by-case basis.

Admission Consideration

Revised August 2025

Initial enrollment will be on a “first come, first serve” basis. If more children desire enrollment into the program than space and/or state guidelines permit, a waiting list will be established and the guidelines set forth. The waiting list will be kept in order of the date registration forms are received and the earliest date admission into the program is requested. Siblings of children currently enrolled in the program will be given first priority and second priority will be given to the children on the waiting list.

Enrollment Process

Upon admission to the program the family is required to complete and turn in all paperwork/forms listed below before they can start.

- Enrollment Form
- Registration Card
- Attachment D Consent to Release
- Health and Immunization Declaration
- ICCSD Demographic Information Form

The paperwork must be completed prior to establishing your child’s first day at Shimek BASP. Every spring parents will be contacted for re-enrollment. Failure to return forms within the specified timelines may result in loss of enrollment. For a child to remain enrolled it is also expected that account balances be paid in full by the first working day of each month.

If a family needs assistance completing the necessary paperwork, understanding communication from the center, or finding services and resources in the community we will contact ICCSD Schools, Child Care Resource and Referral, and/or the Department of Human Services to assist the family.

Withdraw from Program

Thirty days written notification must be given by the parent(s)/guardian(s) before a child drops out of the program or makes changes in enrollment times; failure to provide the required thirty day notice shall obligate the parent(s)/guardian(s) to pay the full amount of fees for the following month.

If you will be withdrawing from Shimek BASP, you will submit a 30-day written notice to the office or via email of your intended last day. Full tuition will be charged for the 30 days prior to unenrolling.

Fees

Fees

Shimek BASP’s tuition is based on the child’s grade/age. We offer two sections divided by Preschool and K-5. The following tables show tuition pricing for each section and enrollment type.

K-5 Monthly Fees	
Enrollment Type	Price
Mornings Program Only	\$120

Revised August 2025

Afternoon Program Only	\$260
Morning and Afternoon Program	\$290

Preschool Monthly Fees	
Enrollment Type	Price
Morning and Afternoon Program	\$300

Federal Tax Identification #: 42-1317722

Payment Options

Shimek BASP only accepts payments through Bright Wheel and processing fees will apply. BrightWheel fees are as follows: Card fee is 2.95% and ACH fee is 0.6% with 2\$ maximum

Deadlines and Late Payments

Shimek BASP expects tuition payments to be made on time and in full. Tuition is due on the first of the month. The penalty is \$10 per day for tuition paid after the first of the month. If tuition is not paid by the 8th of each month, the child will be suspended until all fees and tuition is paid in full. If tuition and fees are not paid by the end of the calendar month, the child will be discharged from the program.

Procedures & Policies

Direct Care Employees

Shimek BASP utilizes the following minimum requirements to guide our adult to child ratios: School Aged Program is one adult to every fifteen children and Preschool is one adult to every twelve children. Shimek BASP's total capacity is 95 children. The following is the maximum number of children allowed in each room.

<u>SECTION</u>	<u>MINIMUM RATIO</u>
Preschool	1 adult to every 12 children
K-5	1 adult to every 15 children

Program Hours

The program will offer Before and After School Care following the Iowa City Community School District calendar.

Hours of operation for the BASP are:
6:45 A.M. - School Start

Revised August 2025

2:55 P.M. – 5:30 P.M. (M, T, W, F)

1:55 P.M. – 5:30 P.M. (Thursday)

In the event of school cancellation, delays or early dismissal for inclement weather, there will not be Shimek BASP unless otherwise notified. In the event of delays, cancellations and early dismissal, parents will be notified by email and by Brightwheel message.

Sister programs may offer full-day care on non-school days for an additional fee.

Emergency Early Dismissal

If school should be dismissed early due to weather conditions or any other building emergency, there will be NO Shimek BASP unless notified otherwise.

Absences

If your child is ill, when you call the school to report the illness or pick up your child from school, please also notify BASP ASAP via brightwheel, email, or by calling (712-310-4800). If your child will not be attending the program because of scheduled appointments, vacation or other planned absences, please notify BASP (712-310-4800) or shimekbasp@gmail.com.

Absences without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the program as intended, the director will contact the parent or guardians. If the parent or guardian cannot be reached, the director will contact the child's emergency persons.

Late Pick Up

The opening and closing hours of the program must be respected. A late fee of \$5.00 per child per 5 minute increment past 5:30 P.M.

When a parent/guardian is unable to arrive by 5:30 P.M. the following procedure will apply:

First Occurrence:

In addition to the charge, a staff member will document the arrival time. This document will be provided to the treasurer and the parent will be billed for the late fee.

Payment shall be made to the Director within five (5) working days. Failure to pay within this timeframe shall result in a \$5 fee per day until the fee is paid in full.

Second Occurrence:

In addition to repeating the same steps as noted in the first occurrence, the parent may receive a warning notification from the Board Chair. They will be responsible for covering the late fee before returning to the center.

Third Occurrence:

In addition to the late charge, a third occurrence shall require that the parent/guardian meet with the Director and a Board Member to discuss the on-going late pick-ups. This meeting will result in a decision as to whether the child/ren may continue in the program or whether a

termination notice will be given.

Failure to meet with the Director and Board Member will result in the termination of the child/ren's enrollment.

In the case of a scheduling conflict, the parent/guardian must make arrangements for another adult to pick up the child/ren. However, children will be released only to the parent(s)/Guardian(s) or to individuals designated in writing.

The Director and Board members are available to work with families to resolve late pick-ups and to find a reasonable solution. Late pick-ups place staff, families and the child/ren waiting in a difficult, frightening and stressful situation.

This procedure will reset every 90 days.

Program Activities

Written Daily Activity Plan

Shimek BASP establishes and implements a written plan of daily activities. The objective of the program of daily activities is to foster incremental developmental progress. Written plans are posted outside of each classroom door. A planned but flexible schedule/routine that allows children to make decisions about their activities fosters independence and creative expression.

Shimek BASP activities include:

1. Structured and unstructured times.
2. Teacher-directed and child-initiated experiences
3. Family involvement
4. Indoor and outdoor
5. Active and quiet
6. Individual and group
7. Health and safety topics

Items Brought From Home

All items brought from home should not come into the center. This includes unhealthy food, toys, or other unnecessary items that could be a choking hazard.

Accommodations of Special Needs

We believe in providing childcare to everyone including those children that may have some special needs requirements providing reasonable accommodations that do not affect the ability of Shimek BASP to operate and comply with HHS rules and regulations. Shimek BASP will require a copy of a care plan such as IFSP or IEP to determine the needs of the child and necessary preparation. BASP will work closely with the child's physician, health consultant, AEA, and therapists to help follow the IFSP or IEP as closely as possible. All policies and procedures remain the same including our sanctions for misconduct. The IFSP or IEP will be maintained with the child's confidential records. If the IFSP or IEP causes strain or constant disruption on the program child will be dismissed as HHS ratios and requirements must be met.

Outdoor Play

Children will play outdoors when weather and air quality conditions do not pose a significant health risk. During cold weather, children should wear layers of loose fitting, lightweight clothing. Outerwear such as coats, should be tightly woven, and be at least water repellent. Hats, coats, and mittens should be snug at the wrist. Weather that poses a significant health risk includes wind chill at or below 15 degrees F and heat index at or above 90 degrees F, as identified by the National Weather Service. Children will be protected from the sun by using shade and sunscreen with UVB-ray and UVA-ray protection of SPF-50 or higher, with parental permission. Before prolonged physical activity in warm weather, children will be well-hydrated and will be encouraged to drink water during the activity. Open spaces in outdoor areas encourage children to develop gross motor skills and fine motor play in ways that are difficult to duplicate indoors. Nevertheless, some weather conditions make outdoor play hazardous. Caregivers must protect children from adverse weather and air quality. The Iowa Department of Public Health (IDPH), Healthy Child Care Iowa has prepared a convenient color-coded guide for childcare providers to use to determine which weather conditions are comfortable for outdoor play, which require caution, and which are dangerous. Caregivers should check the children for comfort every 15 minutes. This guide is available on the website for the IDPH at <http://www.idph.state.ia.us/fch/fam-serv/HCCI/products/weatherwatch.pdf>. When outdoor play is not permitted, we will use the indoor gym located at the center of the building.

Discipline and Discharge Policy

A safe, supportive and respectful environment is one of the goals of our program. Therefore everyone, including students, parents, staff and visitors will be expected to be respectful and courteous to all. Modeling, redirection, working through challenges, and positive reinforcements will be the primary methods of behavior management. The director may disenroll any child for any reason.

The Director or staff may complete a disciplinary form for inappropriate, disruptive, or dangerous behavior. When a disciplinary form is completed the Director will review and discuss with involved parties. All involved parties will be kept confidential in any reports created. The Director will then approve the report and discuss it with parents/guardians. The parent/guardian will then be asked to sign the form stating they have reviewed the contents and acknowledge its receipt.

A serious disciplinary problem is defined as one in which a child is hampering the day-to-day operation of the program by requiring constant one-on-one attention that prevents the staff from caring for the other children; social or emotional problems so severe as to be detrimental to themselves, other children or staff; or being disrespectful to the staff, other students, or parents and refusing to comply with direction. If for any reason a child were to act out physically and try to harm another child or staff member, the child's parents/guardians will be alerted immediately. Withdrawal will be considered depending on the severity of the action/s.

If a child is not able to adjust to the program setting, the Director will notify the parents/guardians of the situation and request that a meeting be arranged to discuss solutions. We will work with parents/guardians to manage and alleviate inappropriate, disruptive or dangerous behavior. If the Director recommends that a child be discharged from the program, a conference will be held between the Director, parent(s)/guardian(s) and two members of the Board of Directors to determine an acceptable solution to continuing behavior challenges.

A ten day notice will be given to the parents/guardians before a child is dismissed from the program. The Board and Director reserves the right to waive the ten day notice in the case of any child who is deemed to constitute an immediate threat to the health and/or safety of themselves or anybody (staff, children, other parents/guardians) in the program. If a parent or guardian displays inappropriate behavior or breaks the parent code of conduct their child will automatically be removed from the program. We have a zero tolerance policy for any behavior listed within that section.

Shimek BASP reserves the right to dismiss any child at any time, with or without cause. Parents will be refunded any unused tuition within two weeks of the dismissal. An agency check will be mailed to the address indicated in the child's file.

The Director or designee will assist the parent in gathering their child's belongings at the time of dismissal. Parents are required to leave agency property in a calm and respectful manner, immediately. Shimek BASP will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings. A dismissed child and his/her parents are required to call and request an appointment with the Director if they wish to return to agency property following dismissal. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent. Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law.

The process for behavior discharge is as follows:

The first behavior report is written and distributed by the Director to parents/guardians of the involved parties. An open discussion between the Director and involved parties will take place at the time of pick-up.

After two behavior reports a meeting between the parents/guardians, the Director, and supervisor. The meeting will be required to take place within 7 days of the report being written. This meeting is to discuss solutions along with redirection tactics that fit the needs of that specific child.

After three behavior reports the director will hold a meeting with the Board to discuss the child's future in the program. The meeting will be required to take place within 7 days of the report being written. This will also result in an automatic probation unless another solution is passed by the board. The family will meet with the Director to either sign the probation notice or discuss the alternate discussed options. At the parents request a full board meeting may be scheduled.

If the child breaks the agreed upon probation notice they will automatically be removed from the program.

The family has the right to appeal the decision. The child may not attend during this period. The family will have the opportunity to speak directly with the board. After this, the Board will vote and the decision will be final.

Parent Code of Conduct

Shimek BASP requires the parents of enrolled children at all times to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Shimek BASP is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal

environment is not only the responsibility of the employees of Shimek BASP but, it is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter during program hours.

- Inappropriate Language/Use of Profanity: No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff or any other parties involved.
- Offensive/Discriminatory Terms: Shimek BASP has a zero-tolerance policy for any discriminatory motivated remarks to any person/s involved in program. We ask that no political motivated discussion or comments be spoken on Shimek BASP property.
- Threatening of employees, children, other person/s associated with Shimek BASP: Threats of any kind will not be tolerated. A threat is defined as: *“a statement of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done.”* All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not risk a second occurrence. Parents must be responsible for and in control of their behavior at all times.
- Harassment of employees, children, other person/s associated with Shimek BASP: Harassment of any kind will not be tolerated. Harassment is defined as: *“aggressive pressure or intimidation.”* This may include but is not limited to the following; yelling/screaming, sexual/lude comments, repeatedly asking inappropriate questions/comments and bullying.
- Physical/Verbal Punishment Of a Child/ren At Shimek BASP: Physical/verbal punishments are not permitted in the child care facility. Verbal reprimands may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher. The teacher can help provide advice and guidance regarding appropriate and effective disciplinary practices. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. If a parent should witness or be made known to another parent's child behaving in an inappropriate manner, it is most appropriate for the parent to direct their concern to the Director. It is inappropriate for one parent to seek out another parent to discuss their child's behavior. All behavior concerns should be brought to the Director's attention. At that point, the Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, staff and/or the Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You can be assured that we will not discuss anything about your child with another parent or adult visiting the center.
- Use of Nicotine/Tobacco: The use of nicotine/tobacco is against the law by the state of Iowa within 200 feet of a school/childcare facility. If any parent/persons involved with Shimek BASP is found to have nicotine/tobacco products (vapes/cigarettes/chewing tobacco/etc.) they will be automatically removed from the program.
- Illegal Substances: Shimek BASP prohibits the use of any illegal substances on agency property. Any adult affiliated with Shimek BASP found to have illegal substances on their person, or smell of an illegal substance, will be disenrolled and authorities will be alerted.
- Appropriate Dress Attire: This is required to pick up or drop off your children. Appropriate dress

attire is as follows:

Shirts Are Required(no profanity or obscene/offensive items shirt)

- Shoes Are Required
- Pants or shorts must be around waist
- No Obscene Or Offensive Tattoos Are To Be Visible
- Cologne/perfume should be worn sparingly
- Adequate personal hygiene

Violation of the parent code of conduct may result in termination of care upon prior notice.

Families Rights

Families have the right:

1. To know that their child/ren are in a safe and friendly environment.
2. To share concerns with staff about anything they do not feel is in the best interest of the children.
3. To be informed of their child's behavior, with staff being available for consultation if necessary.

Families Responsibilities

Family's responsibilities are:

1. To pay fees on time.(explained in the Fees section)
2. To keep the children's records current.
3. To pick up children on time.
4. To follow the health and safety policies.
5. To treat the children and staff with courtesy and respect.

Children's Rights

Children have the right:

1. To be in a safe and friendly environment.
2. To use all equipment and space on an equal basis.
3. To have their ideas and feelings respected.
4. To have discipline that is fair, equal and respectful of them.
5. To have staff members that care about them, enjoy being with them and help them to grow.

Children's Responsibilities

Children's responsibilities are:

1. To respect the rules and standards set by the program staff.
2. To remain with staff at all times.
3. To maintain proper care of material and equipment belonging to the program and other children in the program.
4. To report to the program immediately before and after school.
5. To accept responsibility and consequences for their actions.

Toilet Training/Potty Training

Shimek BASP does not assist with teaching children how and when to use the toilet. All students Pre-K to 5th grade are expected to be fully potty trained to enroll and remain in the program. We do understand that accidents may happen from time to time with young children, but we define fully potty trained as less than two accidents over a month period. If accidents become a common occurrence or it is determined that a child is not fully potty trained we will make a reasonable attempt to assist in potty training for no longer than a two week period. If a child is unable to show improvement over the grace period the child will be dismissed from the program. A parent can appeal this process with the director or the board.

Under the Influence

When a parent or authorized person arrives at BASP to pick up a child and is obviously under the influence of drugs or alcohol, the employee must immediately notify the Director or On-Site Supervisor. The Director or On-Site Supervisor will tell the person that they do not seem to be in a condition to care for the child and an alternate person will be contacted. If the individual takes the child anyway the Director or On-Site Supervisor will remind the person that they could be arrested for child endangerment if they take the child. The police will be called to report that an intoxicated person has left our program with a child. We will give them a description of the vehicle, the license plate number, the direction they went and the address of the child's residence. Parent(s) will also be notified.

Supervision

Methods of Supervision Caregivers directly supervise school age children will be permitted to participate in activities off the premises with written approval by a parent. Caregivers will regularly count children via name to face on a scheduled basis, at every transition, and whenever leaving one area and arriving at another, to confirm the safe whereabouts of every child at all times. Name to face is a procedure where caregivers visually confirm each child's presence by matching their face to their name on a roster. Instances have been reported where a child has hidden when the group was moving to another location, or where the child wandered off when a door was opened for another purpose. Regular counting of children will alert the employee to begin a search before the child gets too far or into trouble. Counting children routinely is without substitute in assuring that a child has not slipped into an unobserved location. Developmentally appropriate adult to child ratios will be met during all hours of operation, including indoor and outdoor play and field trips, following precautions for specific areas and equipment.

Active and positive supervision involves:

- Knowing each child's abilities.
- Establishing clear and simple safety rules.
- Being aware of potential safety hazards.
- Standing in a strategic position.
- Scanning play activities and circulating.
- Focusing on the positive rather than the negative to teach a child what is safe for the child and other children.

Staff at Shimek BASP are trained in active supervision at the beginning of their employment. The Revised August 2025

Director or Site Supervisor will train the new staff member by asking them to shadow during their first week in the indoor environment, outdoor environment, and during bathroom breaks. We will give the new staff a daily checklist/notes page. At the end of their first week of employment, they will be expected to demonstrate and verbalize how supervision is successfully implemented in each classroom.

While the program is running the onsite supervisor and or director are responsible for all name to face procedures that occur. During indoor play staff are positioned evenly and strategically between two areas (gym and cafeteria). Each staff is assigned an area and is to maintain their position unless a floater is replacing them. Both the gym and cafeteria have assigned leads who are responsible for ensuring no children leave the area without adult supervision. Every thirty minutes a full name to face is done per area as children can not shift rooms during this process. During bathroom breaks the assigned floater will take the child directly to the bathroom and stand outside within sight of the door. The staff member will go back into the gym or cafeteria and check in with the area supervisor. During outdoor play staff are positioned evenly and strategically within the fenced in playground and field area. Each staff is assigned an area and is to maintain their position unless a floater is replacing them. Every thirty minutes a full name to face is done by walking the area and maintaining contact with staff still supervising. At each transition a name to face will occur upon departure and at arrival of new location. During field trips each staff is assigned seven kids to be responsible for. A name to face is done on departure of main site, arrival of field trip location, departure of field trip location, and on arrival at main site. A whole group name to face will occur every half an hour during the trip and small groups will occur every fifteen minutes during the trip. Shimek BASP does NOT participate in water play or water activities.

If a child is noticed to be missing, the caregiver will ask for the help of the administration to find the child. An administrator will page throughout the building and ask for everyone to search their classrooms and the administrators will check the playgrounds, offices, bathrooms, and dining areas. After a search of the building and grounds is complete, if the child is not found, the parents and police will be notified. The Director will notify the DHS Childcare Licensing Consultant that a child is missing. The caregivers assigned to the child will be placed on immediate suspension. The future of that person's employment at Shimek will depend on the findings from the DHS investigation, the circumstances, and the safety level of the child when s/he was found. NOTE: Older preschool children and school-age children may use toilet facilities without direct visual observation.

Non-Center Activities

If activities such as soccer, gymnastics, scouts, music lessons, running programs, etc. are to be attended by your child, a written schedule of the activities and method of transportation must be submitted to the Director by the parent/guardian. Written permission must also be given if the child is leaving the Shimek BASP program for outings, birthday parties etc. Once the child has left the program for a special activity, the child may return to the program with a parent/guardian or authorized individual and check-in with the Director or staff. Should the child fail to check-in at the pre designated time, the Director will contact the parent/ guardian immediately.

Telephone authorization will not be accepted. Parents may email the authorization.

Shimek BASP is not responsible or liable for a child while not in attendance.

Transportation

Transportation for field trips will be by walking, utilizing public transit, or chartered bus systems. Shimek BASP does not transport children by personal vehicle. **In the event of a medical emergency Shimek BASP will transport by utilizing a local ambulance service.**

The following safety rules apply to children during transportation:

- Children are to stay off the roadway at all times when waiting for the vehicle to arrive. • When boarding or leaving the vehicle, children must wait for a signal from the driver that it is safe to do so.
- Children should never walk in front of or behind the vehicle without an adult.
- Children are to line up to load and unload the vehicle in a mannerly fashion.
- Children should immediately find a seat on the vehicle and put on the seat belt or ask for help with the seat belt if needed. Failure of the child to keep their seat belt on while the vehicle is moving will result in loss of transportation privileges.
- Children must keep their arms and head inside the vehicle at all times and refrain from throwing objects within the vehicle or out the window.
- Children are not allowed to open the windows of the vehicle.
- Eating, drinking or gum chewing is not permitted on the vehicle.
- Children must conduct themselves in an acceptable manner at all times. Fighting, yelling, using vulgar language, acting rudely or abusively, damaging the vehicle or any other abusive behaviors are not permitted.
- Children are to wait until the vehicle comes to a complete stop before taking off their seat belts.
- If a student is behaving in such a way that it is an immediate threat to themselves or to other riders in the vehicle, the student may be suspended from using transportation services.

Insurance Policy

The program carries liability insurance. Families are encouraged to provide their own health insurance coverage. Many families are covered by their employer and/or their own private policies. Public school children are eligible for accident insurance in the fall of each year. Families who wish to enroll should check with the school district (not affiliated with Shimek BASP).

Field Trips

Activities outside the center will require a separate permission slip for each activity. The slip will have all the necessary information including the means of transportation and will require a parent or guardian signature. All center transportation policies will be followed. Field Trips require an extra staff person or volunteer; therefore, all volunteers will be required to complete a volunteer statement before attending the activity and show proof of identification. (E.g., driver's license or photo id) Attendance and emergency sheets must be with the group at all times.

Social Media, Website, Photography Consent

Upon enrollment, the family will complete a photography and videography release for use on social media, classroom projects, and our website for the purpose of promoting our center. No financial benefits from the use of the photos and/or video will be paid. Families may opt out of photos.

Family/Employee Relationships

Parents and caregivers are encouraged to speak freely to each other about concerns and suggestions. There is a reciprocal responsibility of the family and caregiver to observe, participate and be trained in the care that each child requires. Involved, non-custodial parents have access to the same developmental and behavioral information given to the custodial parent, if they have joint legal custody, permission by court order, or written consent from the custodial parent. Caregivers should informally share with the family information about their child's needs and activities. Children's experience in childcare will be most beneficial when parents and caregivers develop feelings of mutual respect and trust. In such a situation, children feel a continuity of affection and concern, which facilitates their adjustment to separation. A family enrolling a child with special needs will need to provide the center with a copy of the child's Individual Family Service Plan to assist the center and teachers.

If a parent or guardian has a concern or needs that are unable to be met by the classroom teacher, they should see the office to speak with a supervisor. Situations that can't be addressed by a supervisor such as tuition questions will require a meeting with the Director. Parents can see the Director regarding and questions or concerns at any time via a meeting, phone call, or email.

Parent Visits

Parents may visit their child at Shimek BASP at any time. We have an "open door" policy, which means parents are encouraged to drop in anytime during our hours of operation to visit or play with their child, but if a parent visit is to exceed 15 minutes frequently we ask you to apply to be a volunteer.

When parental contact is prohibited, the parent that has custody of the child must provide Shimek BASP with a written court order documenting the restriction. If the restricted parent would arrive at our program, the court order would allow us to receive police intervention while asking that parent to leave. If no court order is on file at BASP, then we can inform the custodial parent that the restricted person is at BASP, however we cannot physically stop the person from taking the child.

Communication

Shimek BASP uses the following forms of communication:

- Shimek BASP utilizes Brightwheel, which is an electronic communication tool that requires an email address of each parent that would like to receive communication.
- Shimek BASP encourages parents and caregivers to speak directly with each other at the beginning and end of each day. Phone calls are encouraged if parents have questions or

Revised August 2025

want additional information on how your child is doing.

- Families in need of assistance with paperwork or understanding the handbook should see the Director so arrangements can be made to accommodate their needs.

Personnel Orientation/Training Requirements

E.A.S.Y's staff is trained via our orientation program (which is an itemized checklist which requires signature from direct supervisor and staff upon completion), which is required to be completed before starting work in a classroom. Our employees are provided with a list of required written policies, which are discussed thoroughly, with their direct supervisor. Next, each employee reviews general DHS requirements included but not limited to; substance abuse, staff ratios, first aid, smoking, emergency plans, and daily contact with children. All staff is then provided with our general administrative policies, including but not limited to; discrimination, personal conduct standards, employee disciplinary policy, facility security, confidentiality, visitors, and dress code. Each employee is then taken through general childcare specific training including but not limited to; emergency weather plans, child injury control and reporting requirements, and taking photos of children. The next topic discussed is general child developmental information which includes; basic developmental expectations for specific ages, basic nutrition standards for each specific age group, center discipline policies, and curriculum. The last topic of discussion is the general health and safety which includes; Bottles/pacifiers, sanitation, naptime, documentation, supervision of children, release policy, playground supervision, diaper/toileting policy, and SIDS.

Each employee must complete the following trainings provided by the Department of Human Services within 30 days of hire:

- Mandatory Reporter Training
 - Reporting child or dependant adult abuse/neglect
- Universal Precautions
 - General hygiene practices & Infectious Disease Control
- Essentials of Childcare
 - Ages & Developmental Stages
- First Aid/CPR

Each staff member is expected to complete eight hours of continuing education. The staff is allowed to explore new topics and find support for their challenges within the Department of Human Services training portal.

Volunteers

Parents/Guardians may volunteer for field trips but must follow the Volunteer Guidelines set forth by the Director (so as not to abuse the system by taking off with their own child and not being part of the group).

All volunteers need to be a minimum age of 16 or older, must sign a statement indicating they have no conviction of any law of any state or record of founded child or dependent adult abuse. Signed statements must also be stated that they do not have any communicable diseases or other health concerns that pose a threat to children. They must also have a signed statement that they have been informed of their responsibility as a mandated reporter.

Pets

Animals visiting the center will be in good health with no evidence of disease, be of such disposition as to not pose a safety threat to children and be maintained in a clean and sanitary manner. No ferrets, reptiles, including turtles, or birds of the parrot family will be brought to the school. Pets will not be allowed in kitchen or food preparation areas. Authorization must be obtained prior to bringing pets to visit. Please see the office.

Health Promotion

The enrollment packet contains all of the health forms that Shimek BASP requires and is kept in each individual child's confidential file. Parents are responsible for reporting to Shimek BASP any changes to these health forms when they occur. Parents will be asked to update these forms at least annually. The packet includes:

- Names, phone numbers, and addresses of the child's physician and dentist.
 - Name of the local hospital the child should be taken to in the event of an emergency.
 - Consent to obtain emergency medical care, along with current insurance information.
 - A current physical record (valid for one year from date of physical)
- A current immunization record that meets Iowa's immunization laws for childcare documented on an Iowa Immunization Certificate is required for all children in our care including Hepatitis B. Parents must update their child's immunizations in our records as the child receives them. Shimek BASP requires that each child have a routine physical at least annually by the child's healthcare provider that includes the administration of required immunizations.

Upon enrollment or diagnosis, children who have special health care needs such as food allergies, seizures, or asthma must have an emergency action plan completed by their healthcare provider on file. The action plan will be updated at least annually.

Admission & Exclusion from childcare due to illness

Criteria for Excluding Children Who Are Acutely Ill or Injured

1. Ability to Participate: The child's condition prevents the child from participating comfortably in activities that the facility routinely offers for well children or children who are mildly ill or injured.
2. Need for More Care: The condition requires more care than teachers/caregivers can provide without compromising the needs of the other children in the group.
3. Risk to Others: Keeping the child in care poses an increased risk to the child or other children or adults with whom the child comes in contact as defined in Managing Infectious Diseases in Child Care and Schools.
4. Shimek BASP will make the final determination whether a child is able to return to the program.

Part I: Admission and Permitted Attendance

Children with the following conditions **may be permitted** to attend care programs if they can: 1) participate in the usual daily activities with other children and the early childhood education. 2) Or the care provider is not leaving the other children unattended to care for the ill child.

Children with the following conditions may be permitted to attend:

- 1) Children who are carriers of an infectious disease in their stool or urine that can cause illness, but who have **no** symptoms. Exceptions include E. coli 0157:H7, Shigella or Salmonella typhi.
- 2) Children with conjunctivitis (pink eye) who have a clear, watery eye discharge and **do not** have any fever, eye pain, or eyelid redness.
- 3) Children with a rash, but **no** fever or change in behavior.
- 4) Children with cytomegalovirus (CMV) infection, parvovirus B19, HIV or carriers of Hepatitis B.
- 5) Shingles (herpes zoster), children shall keep sores covered by clothing or a dressing until sores have crusted.
- 6) Children with influenza may return to care when the child feels well enough.
- 7) Children with Methicillin-resistant Staphylococcus aureus (MRSA) **do not** need to stay home as long as the wound is covered, and drainage is contained.
- 8) Children with norovirus infection who have **no** diarrhea and are not otherwise ill, may remain in the program if special attention is paid to handwashing, proper diaper disposal, and maintaining a clean environment. See part II for children who have had diarrhea and/or vomiting.
- 9) Children who have ringworm. Children with ringworm should **not** go to the gym, swimming pools or play contact sports. Treatment may take at least four weeks.
- 10) Children with viral meningitis may return to care when the child feels well enough.

Shimek BASP will make the final decision to determine if a child is able to remain in care.

Part II: Exclude Children with Following Conditions

To ensure the overall health and safety of all the children, we ask that you not bring your child to childcare if they are not feeling well. Symptoms and signs of possible severe illness like: ●

Lethargy that is more than expected tiredness,

- Uncontrollable coughing,
- Unexplained irritability, fussiness, or persistent crying,
- Difficult breathing,
- Wheezing,
- Other unusual signs for the child.

Temporary exclusion is recommended when the child has any of the following conditions:

- a. The illness prevents the child from participating comfortably in activities.

- b. The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.

16

Revised August 2022

- c. A severely ill appearance—this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash.
- d. Fever (temperature >100.4°F [38°C] by any method) with or without a behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea) requires exclusion and immediate medical attention.

Special circumstances that require specific exclusion criteria include the following¹:

- a. A healthcare professional should clear the child or staff member for readmission for all cases of diarrhea with blood or mucus. Readmission can occur following the requirements of the local health department authorities, which may include testing for a diarrhea outbreak in which the stool culture result is positive for *Shigella*, *Salmonella* serotype Typhi and Para typhi, or Shiga toxin–producing *Escherichia coli* (STEC). Children and staff members with *Shigella* should be excluded until diarrhea resolves and test results from at least 1 stool culture are negative (rules vary by state). Children and staff members with STEC should be excluded until test results from 2 stool cultures are negative at least 48 hours after antibiotic treatment is complete (if prescribed). Children and staff members with *Salmonella* serotype Typhi and Para typhi are excluded until test results from 3 stool cultures are negative. Stool should be collected at least 48 hours after antibiotics have stopped. State laws may govern exclusion for these conditions and should be followed by the health care professional who is clearing the child or staff member for readmission.
- b. Vomiting more than 2 times in the previous 24 hours, unless the vomiting is determined to be caused by a noninfectious condition and the child remains adequately hydrated.
- c. Abdominal pain that continues for longer than 2 hours or intermittent pain associated with fever or other signs or symptoms of illness.
- d. Mouth sores with drooling that the child cannot control unless the child's primary health care provider or local health department authority states that the child is noninfectious.
- e. Rash with fever or behavioral changes, until the primary health care provider has determined that the illness is not an infectious disease.
- f. Active tuberculosis, until the child's primary health care provider or local health department states the child is on appropriate treatment and can return.
- g. Impetigo, only if the child has not been treated after notifying family at the end of the prior program day. Exclusion is not necessary before the end of the day as long as the lesions can be covered.
- h. Streptococcal pharyngitis (i.e., strep throat) until at least 12 hours after treatment has been started.^{1,2}
- i. Head lice, only if the child has not been treated after notifying the family at the end of the prior program day. **Note:** Exclusion is not necessary before the end of the program day.
- j. Scabies, only if the child has not been treated after notifying the family at the end of the prior program day. **Note:** Exclusion is not necessary before the end of the program day.
- k. Chickenpox (varicella), until all lesions have dried or crusted (usually 6 days after onset of rash and no new lesions have appeared for at least 24 hours).
- l. Rubella, until 7 days after the rash appears.

Revised August 2025

18

- m. Pertussis, until 5 days of appropriate antibiotic treatment.
- n. Mumps, until 5 days after onset of parotid gland swelling.
- o. Measles, until 4 days after onset of rash.
- p. Hepatitis A virus infection, until 1 week after onset of illness or jaundice if the child's symptoms are mild or as directed by the health department. **Note:** Protection of the others in the group should be checked to be sure everyone who was exposed has received the vaccine or receives the vaccine immediately.

17

Revised August 2022

- q. Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

Additional Information

- 1) The illness prevents the child from participating comfortably in childcare center activities including outdoor play.
- 2) The illness results in a greater need for care than caregivers can provide without risking the health, safety, and supervision of the other children in care.
- 3) Poses a risk of spread of harmful diseases to others
- 4) The child has one of the following, unless medical evaluation by a health care professional indicates that you can include the child in the childcare center's activities:
 - a. Fever accompanied by behavior changes or other signs or symptoms of illness until medical professional evaluation finds the child able to be included at the facility.
 - b. Symptoms and signs of possible severe illness like:
 - i. Lethargy that is more than expected tiredness,
 - ii. Uncontrollable coughing,
 - iii. Unexplained irritability, fussiness, or persistent crying,
 - iv. Difficult breathing,
 - v. Wheezing,
 - vi. Other unusual signs for the child.
- 5) Blood in stools not explainable by dietary change, hard stools, or medication that may cause gastrointestinal damage such as ibuprofen, naproxen, or aspirin.
- 6) Vomiting illness (one or more episodes of vomiting in the previous 24 hours) until vomiting resolves (24hrs after the last episode) or until a health care provider determines that the cause of the vomiting is not contagious, and the child is not in danger of dehydration.
- 7) Persistent abdominal pain (continues more than two hours) or intermittent pain associated with fever or other signs or symptoms.
- 8) Mouth sores with drooling, unless a health care provider determines that the child is noninfectious.
- 9) Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
- 10) Children with diarrhea caused by Norovirus, Salmonella typhi, Shigella, or E. Coli 0157:H7. For Salmonella typhi, three negative stool cultures are required. For Shigella or E. coli 0157:H7, two negative stool cultures are required taken at least 24 hours apart. If treated with antibiotics, samples should not be taken less than 48 hours after therapy is done.
- 11) Norovirus, children not in diapers and childcare center staff with diarrhea and/or vomiting should remain at home until 24 hours after diarrhea and/or vomiting cease, and until stools are formed. Children in diapers should remain at home for three days following cessation of

Revised August 2025

19

- diarrhea and/or vomiting and until stools are formed.
- 12)Erythema infectiosum (5th Disease), keep child at home if fever is present. 13)Pink eye (conjunctivitis) with purulent discharge (defined as pink or red conjunctiva with white or yellow eye discharge), child may go back to childcare when all symptoms are gone. 14)Scabies, until after the first treatment.
- 15)Tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend care.
- 16)Impetigo, until 24 hours after the child started medicine from the health care provider.
- 17)Strep throat or other streptococcal infection, until 24 hours after antibiotics are started. 18)Varicella-Zoster (Chickenpox), until all sores have dried and crusted.

18

Revised August 2022

- 19)Pertussis, until five days of appropriate antibiotic treatment have been completed or 21 days of cough if no antibiotics are given.
- 20)Mumps, a child can go back to childcare five days after the start of symptoms or until symptoms are gone, whichever is longer.
- 21)Hepatitis A virus, until one week after the start of symptoms.
- 22)Measles, until four days after onset of rash.
- 23)Rubella, until six days after onset of rash.
- 24)Herpes simplex, children with herpetic gingivostomatitis, an infection of the mouth caused by the herpes simplex virus, who do not have control of oral secretions, shall be excluded from childcare. Children with mild cases who do have control of their mouth secretions may not have to be excluded; or
- 25)Meningitis (bacterial), child may return to childcare 24 hours after starting antibiotics.
- 26)COVID, exclude for 10 days after symptoms start and 24 hours with no fever and improved symptoms OR 10 days after positive test (if no symptoms)

Shimek BASP will notify the Dept. of Public Health when a child or employee have a diagnosed reportable illness. The list of reportable illnesses cases can be found at:

<https://wwwn.cdc.gov/nndss/conditions/notifiable/2021/>

Shimek BASP will make the final decision to determine if a child is able to remain in care. Failure to follow BAPS's illness policies may result in termination of care.

Part III: Illness while in Child Care

If a child becomes ill while in childcare and it is determined that the child should be excluded:

- Contact immediately the parent, legal guardian, or other person authorized by the parent.
- Care for the child apart from other children.

- Give appropriate attention and supervision until the parent picks the child up; and
- Give extra attention to hand washing, disinfecting surfaces.
- Use Universal Precautions
- An illness report will document the onset of the illness.
- The child will be picked up within 90 minutes once Shimek BASP contacts a parent or authorized pick-up person.

Revised August 2025

20

Drugs, smoking, and firearms are prohibited on Shimek property.

Medication Administration

We will administer medication, prescription or over the counter, with the written authorization from the parent or guardian as well as from the prescribing physician. Medication must not have expired. All medication will be stored in a locked container in the office. We will make every effort to give medication as scheduled but circumstances may cause the time to be later than specified. Medication will be administered by employees trained in medication administration. If possible, we request that medication be scheduled outside of school hours. Shimek BASP will not administer the first dose of medication. All medication needs to go home at the end of the period of time designated on the permission slip. Medication left at the center 10 days past the permission slip expiration will be discarded. To ensure compliance with DHS and Health Department regulations the following procedures must be followed:

Over the Counter Medication: Must come in the original container and must not have expired. Questions about this please see the director.

Prescription Medication: The prescription medication must be brought to school in the original labeled prescription container. For long-term medication, do not send more than one month's supply. Parent permission forms must be signed prior to administering the medication. We will not give medication with verbal permission. Permission forms must be renewed every 30 days. We will not supply any medications such as Tylenol.

Devices (EpiPen, nebulizer, inhaler): Parent or health care provider will provide written instructions on indications for use that include signs and symptoms that medication is needed. The parent will demonstrate the use of the device and special care after use to all staff who will be using the medication.

Hand Washing Procedure

Children and employees will wash their hands using the following method:

1. Turn on water to a comfortable temperature.
2. Moisten hands with water and apply liquid soap to hands.
3. Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds. Rub areas between fingers, around all nail beds, under fingernails, jewelry, and back of hands. Rinse hands under running water until they are free of soap and dirt and turn off water
4. Dry hands
5. Turn off water with paper towel

Situations that Require Hand Washing

All employees, volunteers, and children will wash hands at the times indicated below and at additional times as needed.

1. Upon arrival for the day

2. Before and after the following situations:
 - a. Handling food
 - b. Feeding a child
 - c. Giving medications
 - d. Playing in water that is used by more than one person
3. After the following situations:
 - a. Diaper changes
 - b. Using the restroom or assisting a child in the restroom
 - c. Handling bodily fluids (e.g., mucus, blood, vomit, sneezing, open wounds or sores)
 - d. Handling uncooked food (especially raw meat and poultry)
 - e. Handling animals
 - f. Playing in sandboxes
 - g. Cleaning or handling the garbage
 - h. Playing outdoors

Cleaning Schedule

Shimek BASP uses the following cleaning schedule to maintain a clean school:

1. Daily cleaning
 - a. Countertops, tables, floors, doors, and handles
 - b. Sanitize utensils, surfaces and toys that go into the mouth or have been in contact with saliva or other bodily fluids after each use
 - c. Toys that are not contaminated with bodily fluids.
 - d. Sanitize food preparation and service surfaces before and after use

Additional cleaning and maintenance will be done as needed and all cleaning schedules may vary according to need and soiling.

Tobacco use and prohibited substances

Tobacco, alcohol, and illegal drugs are prohibited on any property of Shimek BASP at all times. This policy applies at all times, including center sponsored and non-center sponsored events.

Safety

Shimek BASP is a licensed childcare facility that is committed to the health and safety of the children enrolled in our program. We work hard to ensure that children are in a safe environment. Here are a few examples of how.

- At minimum we maintain a state mandated adult to child ratio at all times.
- Indirect care employees move throughout the building and are available to assist with children at any time.
- Parents are encouraged to drop in unannounced at any time.
- Whenever possible, more than one adult is present in a classroom with children.
- Employees meet state mandated training requirements including First Aid and CPR, Mandatory Reporting of Child and Dependent Adult Abuse, and Universal Precautions.
- Tornado and Fire drills are conducted on a monthly basis.

Revised August 2025

Injury

Shimek BASP employees are trained in First Aid and CPR. If a child becomes injured the following steps will be taken:

1. An employee will assess the injury
2. First aid will be administered as needed.
3. If the injury is more than a minor bump or bruise, the director will make the decision to notify a parent or guardian.
4. The teachers will complete an accident report about the injury and the care given. 5. In the event of a dental emergency the child's dentist and parents will be contacted immediately. Emergency medical services may also be called if needed.

Accident/Incident reports are completed to document any incident that occurs at Shimek BASP that has the potential to leave a mark on the child's skin or if a mark is noticed during the day and an explanation has not been discussed between the parent and the teacher when the child arrives at 21

Revised August 2022

school. BASP will make every effort to report injuries but when children play not every injury is reported by the child or noticed by the teachers. The family will receive an electronic report via the family app.

Emergency Healthcare

Upon enrollment or diagnosis, children who have special health care needs such as food allergies, seizures, or asthma must have an emergency action plan completed by their healthcare provider on file. The action plan will be updated at least annually.

Shimek BASP employees are trained in First Aid and CPR. If a child becomes seriously ill the following steps will be taken:

- An employee will assess the symptoms based on the emergency action plan.
- First aid will be administered as stated in the plan.
- If the action calls for administering emergency medication a supervisor will notify a parent or guardian. If a parent cannot be reached a designated emergency contact person will be called
- If the action plan requires life-saving medication, 911 will be called immediately. • A supervisor will remain with the child and provide care until EMS arrives. • The teacher or supervisor will complete an illness report about the illness and the care given.

Medical Emergencies

When an immediate response is required the following emergency procedures will be utilized: 1. First aid will be administered, and the emergency response team will be called if needed (911) 2. An employee will ride with the child by ambulance, if allowed to do so, to a local hospital or health care facility and will stay with them until a parent or guardian arrives 3. The parent will be called as soon as possible. If a parent cannot be reached a designated emergency contact person will be called 4. We will share with the medical personnel the contact information of the doctor, dentist, and hospital provided by the parent at registration including permission to obtain medical care.

Revised August 2025

First Aid Kits

Shimek BASP at least one readily available first aid kit wherever children are in care, including one for field trips and outings away from the center and one to remain at the center since all the children do not attend the field trip. In addition, a first aid kit will be in each vehicle that is used to transport children to and from Shimek BASP. Each kit will be a closed container for storing first aid supplies, accessible to employees at all times but out of reach of children. First aid kits will be restocked after use, and an inventory will be conducted at least monthly.

Biting

Even in the best childcare 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. Children bite for a variety of reasons: 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.

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 and attention on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten (hold ice pack, comfort the child).
3. The caregiver 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-if able) instead of biting. This should be done in a short, simple way.

It is important to explore the reasons for biting when it occurs. Staff need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are some examples of how the teacher will begin 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 capable of them.
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 minutes.
2. Apply ice or cool compress to help reduce the pain or swelling.
3. Bandage the wound as necessary.
4. Write a detailed incident report for both children involved with the incident.

First Aid if a bite breaks the skin. (Both child and adult)

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

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 form which is completed via the family app.

When biting occurs, here's what you can expect from us:

- 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 with biting.
- 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 no. is
- 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.

Release of Children

Shimek BASP uses the following procedure to prevent children from leaving the program with unauthorized persons:

- When a child is enrolled at Shimek BASP, a registration card must be completed. This form lists at least two local people, other than the parent(s), who has permission to pick up the child. No other person(s) will be allowed to pick up a child unless written or verbal permission is given. Parent(s) may add or remove names from this list at any time. NOTE: Children will not be

allowed to leave the center with someone who is under the age of 14.

- If a child will be picked up by someone listed on the registration card, BASP would like to be notified verbally or in writing as to who will be coming but the child will be released to anyone listed on this form even without prior notification
- When someone arrives at Shimek BASP to pick up a child, a teacher or administrator will ask for photo identification. If the photo ID verifies the name of someone listed on the registration card, then the child will be released to that person.
- If someone arrives at Shimek BASP to pick up a child and they are not listed on the registration card, and the program has not been notified verbally or in writing that this person is to be picking up the child, the child will not be released until permission can be obtained and identification can be verified.
- As employees get to know and recognize family members and friends, those individuals will not always be required to show a photo ID. They should however always be prepared to show a photo ID in the event that a new employee does not recognize them.
- Employees are always encouraged to ask for photo identification from anyone picking up a child that the employee does not recognize. That may at times include parents.

Arrival and Departure

- Children enrolled in the BASP may arrive any time between 6:45 A.M. and 7:45 A.M., and picked up between 3:00 P.M. (2:00 P.M. on early out days) and 5:30 P.M., at times most suitable for the family's needs.
- To ensure the safe arrival and departure of your child, the child should be checked in with the Director, Assistant Director or staff person and checked out with the Director, Assistant Director, or staff person or by using the Sign-Out book or Tablet. If a child arrives before 6:00 AM they are considered unsupervised and DHS and Police will be contacted and made aware. If your child is left here after closing hours, the child is considered unsupervised and DHS and Police will be contacted and made aware.

Access to Children at the Center

All parents and guardians will have unlimited access to their children during our hours of operations. When children are present we will allow volunteers that have gone through our volunteer process able to be on site supervised. All supervised volunteers will be watched by staff members and/or the director/supervisor on site. Each volunteer will have a staff member assigned to watching and supervising them during their time with the children. Everyone listed in the approved pick up authorization forms will be allowed access to picking up their child when the parents notify the daycare of this arrangement in advance. All new persons picking up for the first time will need their ID to pick up a child to ensure safety.

Visitor Access

One of our primary goals is to provide a safe learning environment for all our children. Our center does not allow any person who is in the center that is not an owner, staff member, substitute, or volunteer who has had a record check and approval to be involved with child care to have "unrestricted access" to children for whom that person is not the parent, guardian, or custodian. "Unrestricted access" means that a person has contact with a child alone or is directly responsible for

childcare.

Staff members will limit to the best of their knowledge and ability the people allowed on the property when children are present. It will be limited to authorized persons who include BASP employees and parents/custodians of the children enrolled. Any other person on the property will be closely supervised and monitored by one or more of the authorized persons depending upon the reason the person is on the property. "Supervision" will require one or more staff members to remain with the person at all times and "monitoring" will entail watching what the person is doing and controlling their access to the area where the children are present. The director or assistant director will be responsible for the supervising and monitoring unless another staff member is requested by the director or assistant director to fulfill this responsibility. If there is a conflict of interest the director, assistant director, an authorized staff member will fulfill this responsibility.

Any persons who are listed on the sex offender registry shall only have access with written permission from the director relating to their own minor child coming to and leaving the childcare center. They will only be allowed to enter the building by buzzing at the entry door. They must stop by the office to obtain assistance from the director or assistant director to take their child to the classroom or locate their child and will remain at the center only for the time reasonably necessary to drop off and/or pick up their own minor child with supervision.

This policy will be included in our parent handbook that is distributed to all parents at the time their child is enrolled.

Mandatory Reporter

Reporting of Suspected Child Abuse, Neglect or Exploitation Shimek BASP reports to the Department of Human Services, as required by state and local laws, any instance where there is reasonable cause to believe that child abuse, neglect, or exploitation may have occurred. Failure to report any suspected case of abuse could result in revocation of Shimek BASP's license, immediate termination or suspension of employment and/or individuals could be criminally charged for failing to report. Shimek BASP must participate in two hours of training on mandatory reporting of child and dependent adult abuse within the first six months of employment and every five years thereafter to comply with licensing requirements.

Section 232.69 of the Iowa Code requires that every employee of a licensed day care or preschool facility who, in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, mental injury, child prostitution, denial of critical care, bestiality in the presence of the child, manufactures a dangerous substance or is in possession of a dangerous substance shall immediately report the suspected abuse directly to the Department of Human Services. Section 232.70 of the Iowa Code requires that each report made by a mandatory reporter, as defined in Section 232.69, shall be made both orally and in writing. The oral report must be made by telephone or otherwise to the Department of Human Services. If the person making the report has reason to believe that immediate protection of the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency. The written report must be made to the Department of Human Services within 48 hours after the oral report.

By law, the oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish: a. the names and home address of the child and his

Revised August 2025

parents or other persons believe to be responsible for his care; b. the child's present whereabouts if not the same as the parent's or other person's home address; c. the child's age; d. the nature and extent of the child's injuries, including any evidence of previous injuries; e. the name, age and condition of other children in the same home; f. any other information which the person making the report believes might be helpful in establishing the cause of the injury to the child, the identity of the person or persons responsible for the injury, or in providing assistance to the child; and g. the name and address of the person making the report.

Legal sanctions for failure to report are as follows:

Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor. 2. Any mandatory reporter who knowingly fails to report is civilly liable for damages proximately caused by such failure (Legal Reference 232.75). Any mandatory reporter who, in good faith, makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without release required in other situation (Legal Reference 232.73).

Dear parents: The people who care for your child have a special status under the law. They're mandatory reporters. They don't really report "child abuse". What they must report is their suspicion that someone may have purposely hurt your child. They have no choice under the law. Trained investigators decide whether or not abuse actually took place. All children get bumps, bruises and scrapes as a part of growing up. It is important however that you tell your child's teacher/caregiver about any unusual injuries or conditions. Sincerely, Child Care Consultant

To Report Child Abuse Anytime, Call: TOLL FREE STATEWIDE (1-800-362-2178). You may call collect.

What is child abuse and neglect?

1. physical abuse (Legal definition – Iowa Code 232.68 (21)) - "any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as a result of the acts or omissions of a person responsible for the care of the child."

Possible Indicators – frequent injuries explained as "accidents," unusual bruises, welts, burns, fractures, or bite marks.

2. Sexual Abuse (Legal definition – Iowa Code 232.68 (2d)) – "commission of any sexual offense with or to a child as defined by Chapter 709, Section 726.2, or section 728.12, Subsection 1, as a result of the acts or omissions of the person responsible for the care of the child." Abuse acts include anal, oral, or genital intercourse; fondling private parts; and indecent exposure. Also, any acts or omissions which allow, permit or encourage the child to engage in child prostitution or pornography.

Possible Indicators –
Torn, stained or bloody underclothing
Experiences pain or itching in genital area

Has venereal disease

Cluster of behaviors, including poor relationship with other children, appears withdrawn, engages in delinquent acts, or runs away

3. Denial of Critical Care (Legal definition – 232.68 (2c)) – “failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child’s health and welfare when financially able to do so or when offered financial or other reasonable means to do so.”

Possible Indicators – (Occurring in patterns)

Child is often not clean, is tired, has no energy

Clothes are dirty or wrong for the weather

Comes to school without breakfast, no lunch money

Seems to be alone too often

Child may be demanding or unusually shy; behind developmentally for his/her age in physical, emotional or intellectual development

Children left alone, and not old enough to handle this responsibility

Abuse Allegations against an Employee

If an employee is being investigated for an abuse allegation by DHS, Shimek BASP will take the following steps:

- Cooperate with and review the allegation statements with the DHS investigator.
- Take action concerning the employee’s work status. The specific action will depend on the individual situation but will likely fall within one of the following options:

1. The employee may continue working during the allegation investigation, with or without modifications to job duties/responsibilities.
2. The employee could be suspended with pay until the investigation is complete.
3. The employee could be suspended without pay until the investigation is complete.

Nutrition & Food Service

Nutrition

We will follow CACFP regulations for all meals served at Shimek BASP. We will ensure that during a full day of care that a breakfast, am snack, lunch, and pm snack will be served.

Nutritious snacks will be served daily in the after school program. Birthday treats are welcome, but arrangements must be made in advance with the Director.

Nut Free Center

Shimek BASP is a nut free facility. No nut products are allowed to be brought into the center.

Dietary Modifications

Revised August 2025

If dietary modifications are required based on a child's medical needs, Shimek BASP will modify or supplement the diet on a case-by-case basis in consultation with the parents and the child's health care provider. Food from home is discouraged but if it must be brought the food must be stored in a container to maintain its temperature and given to the cook or a director. Any meals brought by the parents must meet all the nutritional requirements for the intended meal and any leftovers will be discarded every day. For any questions concerning meals brought from home please contact the Director. In addition, food will only be given at your child's scheduled mealtimes. Children with special dietary needs will need an Allergy Action Plan completed by the physician on file. When eliminating foods such as dairy, a diet modification form is required. Please see the office for more information.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

28

Revised August 2022

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410.

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Emergency Procedures

Center Evacuation

In an emergency situation, the children and employees will remain in designated safe areas on Shimek property unless instructed to leave by emergency personnel. Shimek BASP employees will evacuate the children from the building using the fire evacuation plan or we will follow the specific instructions from the public officials who may be directing the evacuation. Transport of the children

Revised August 2025

30

will occur only if it is unsafe to remain on the center's property. If it is deemed unsafe to remain on center property, the children will be taken to the greenspace (past the playground) to await pick up by an authorized person. A continual effort will be made to notify parents through cell phones and notification will also be made through local radio stations. Before leaving the center, the director will take the field trip first aid kit, emergency book, and a cell phone.

Labeled Emergency Exits

Emergency exits are clearly identified and visible at all times. The exits for escape are arranged or marked so the path to safety outside is unmistakable. As soon as children can learn to recognize exit signs and pathway markings, they will benefit from having these paths of escape clearly marked. Adults who come into the building as visitors need these markings to direct them as well.

Access to Exits

An exit to the outside or a common hallway leading to the outside is directly accessible from every room. If it is necessary to pass through another room for direct access to the outside, the other room will not have a barrier or door that can be latched to prevent access through it. No obstructions will be placed in the corridors or passageways leading to the exits.

Fire/Fire Drills

Monthly fire drills are required and are utilized by Shimek BASP to train the employees and children how to respond quickly to a fire in an organized fashion. Fire escape routes are posted in every room with clearly marked maps and written instructions. Indirect care employees are assigned to help specific classrooms that have non-mobile children to evacuate the building. Staff will be responsible for checking any ancillary rooms used and hallways for all children to ensure complete evacuation. The director or a designated staff member will be responsible for taking the parent sign-out sheet, radio, emergency phone list, flashlight, and first aid kit. All staff and children will be taken to the greenspace behind the playground and attendance will be taken to verify all children have successfully and safely evacuated the building. An administrator will check every classroom to make sure all children have evacuated safely.

When the fire alarm rings, the caregivers will gather the children together, along with the attendance sheets and then check the door to the hallway. If the door is not hot, the caregivers will then check the designated escape route for fire. If the route is clear, the caregivers will then quickly escort the children to the designated outside meeting area. Exit routes are illuminated with battery powered emergency lights.

In the event of a real fire, employees will be given further directions by the fire department or BASP Director on where to take the children. The Director or designated staff member will also take the emergency listing for students that contains the parent's home and work numbers. A person will be selected by the director to go to the nearest public phone or resource and begin contacting parents to have the children picked up. If able to connect to the text alert system, we will send a mobile message to families. In the event of a real fire the Children and staff may return to the building only if the emergency officials have determined that they may do so.

If the escape route(s) is blocked, the caregivers will stuff blankets or towels at the base of the doors, keep the children on the floor below the rising smoke, remove curtains, open windows and wait for further assistance in escaping the building.

If a class is on a walk or a field trip when an actual fire would occur, then an employee would be designated to find the group and keep them in a safe place until it is safe to return to the building. If a class is on the playground during a fire drill, then the class will gather at the farthest greenspace from the building. The children can resume playing when the drill is complete.

Tornado Drills/Severe Weather/Shelter in Place

Drills are conducted once a month during varying times of the operation of the program. (See FIRE section for rationale.) The signal for the drill will be a verbal announcement with eye contact made for the hearing impaired if necessary. Children will immediately enter the hallway and assume the safety position. Staff and children will remain in this area until the all clear signal is heard. Children and staff will receive training regarding the correct tornado drill positions. Each exit will be posted with the tornado identified drill area and written procedures to follow. The director or staff member will take the parent sign-out sheet, radio or walkie talkie with emergency broadcast, emergency phone list, flashlight, and first aid kit. Staff will verify that all children are accounted for by taking attendance. The drill will be recorded upon completion of the drill. For children who are outdoors, staff will immediately assess if there is time to return to the school building and if so, will do so. If they are unable to return to the building, children and staff will lie flat in the area located in the area of play with hands shielding their heads.

If lightning is observed by staff or children while playing out of doors, children will be immediately directed to return to the school building. Children playing near or under a tree will immediately be removed from this area.

In the event of a real dangerous weather event, the procedures outlined above will be followed. Staff and children will not exit from the safety area until the all clear has been sounded on the emergency warning system or until the radio declares it to be safe. If there is structural damage, the director will call 911 for directions and then decide if it is possible to exit the building.

If it is possible and necessary to exit the building, staff shall follow the procedures outlined under Fire to contact parents.

Earthquake

In the event of an earthquake, Shimek BASP employees will take the children to the doorways of their classrooms, since these are the most structurally sound points in the building. Any doorway, including closets, is appropriate. An adult should remain with the children in each doorway. Employees may also instruct the children to crawl under the tables in the class or dining rooms to protect them from falling debris.

Children will be asked to squat in the doorways and hold onto the doorframe or each other. For children under the age of one, cribs will be moved to the doorways and employees will sit under the cribs with the children. The adult should use encouraging words and remind the children to hang on even if objects would fall around them.

After the movement of the building and ground stops, employees will comfort and count the children.

Children will be escorted outside to a safe area, either in the playground or parking lot and remain outside until the building is checked for safety and stability. If transportation to a city designated safe area is necessary, we will use our vehicles to transport the children and employees.

Flood

In the event of a flood, either internal or external, Shimek BASP will be evacuated until such time that the building is safe to occupy. If parts of the building are safe to occupy, we will continue to provide care to as many children as possible.

Bomb Threat

The program will call the police department and alert them to the fact that a bomb threat has been received or an emergency situation exists. Police will be called to the school immediately to ascertain further steps to be taken.

In case of a bomb threat, the program is to remain evacuated until search reveals a bomb (and it is removed) or the lack thereof.

The program staff will comply with all officials regarding search and evacuation.

Chemical Spills

If an employee observes spilled chemicals in the building or on Shimek grounds, that person will determine if the chemicals have a noxious odor or fumes. If so, that person needs to alert the employees to remove any children from the area until the spill is cleaned. Employees should wear gloves and use paper towels to clean the spill. Place the used paper towels in a plastic bag and seal it. If the chemical spill is too large or is releasing a lot of irritating fumes, then the employee needs to call the local Fire Department and request the Hazardous Materials Intervention Team.

In the event of a toxic spill near or related to the train tracks or street or industrial area, and the program personnel are the first to witness it, 911 will be called immediately. Staff and children will cooperate fully with official personnel. All staff and children will immediately return to the gymnasium, if not already there, and will stay in the area until the All Clear is given by officials.

Power Failure

In the event of a power outage the children will be instructed to sit down and the staff will help them calm down. The director or a staff member will obtain the flashlight from the assigned drawer in the kitchen. Using the flashlight, the children will be escorted to the media center where there is natural light and ventilation. A staff member will call the electric company using the designated phone in the office to get an approximate time for the power to return. If it gets too cold or too hot for the children the parents will be contacted for early pick up. Fire and evacuation procedures will be utilized if necessary.

Abduction

Revised August 2025

Shimek BASP has a policy that requires employees to report unfamiliar individuals that seem to be watching the program or asking about certain children that attend. If we notice individuals in a vehicle, we bring the children inside, lock the doors and call the police. (See Lockdown) In the event that a child would be abducted while attending our program either from the center, our playground or while on a field trip an employee will immediately report the abduction to police and call the child's parents. Employees are instructed to attempt to get a physical description of the person abducting the child as well as a possible description of the vehicle, license number, and direction it appeared to be heading. Administration would also notify the DHS Licensing Consultant of the abduction.

Missing Child

No children shall be outside or inside without the prescribed ratio of staff supervision. In the event the program is unable to account for a child, all children will be brought into the gym. Non-ratio staff will then immediately and completely search the grounds and the building while the others are being supervised. If the child is not found within 15 minutes, 911 will be called and then their parents. No staff or children shall leave the program until authorities have arrived. Staff will cooperate fully with the recommendations of the official personnel.

Dangerous Adult

In the event of the presence of an adult who is deemed by the director to present a danger to the children, or a specific child, 911 will be called immediately. Staff will calmly request that the person leave the premises and advise them that officials are on the way (unless they feel that this action will present a direct danger to themselves or the children or escalate the situation). If the danger escalates, staff will initiate a lockdown procedure. Staff will announce that the Program is going into "lockdown," and repeat the term several times (never using any other code word) to be sure that everyone has heard. If the situation has arisen suddenly, with no build up, and 911 was not previously called, 911 will be called now. All students and staff within the building will be directed to the nearest securable space (lockable bathrooms or kitchen). If necessary, barricades will be placed in front of the doors. Lights should be turned off, blinds closed (if safe to do so), and students should remain quiet. Staff shall take attendance, to the best of their ability, and create a list of possible missing students. All doors shall remain locked until the authorities signal an "all clear." When the "all clear" has been given, all groups shall meet in the gym to take a final attendance, and make sure that all are accounted for.

A dangerous adult would include an adult exhibiting inappropriate behavior, bearing arms, and or showing signs of intoxication by either drugs or alcohol. This also includes any person who is prohibited by court order (copy contained in the child's file) to see or transport the child. In the event that the person leaves the center before the officials arrive, staff will write down the license plate of his/her vehicle and a full description of the individual. Staff will not place themselves or the children in danger by attempting to detain the individual.

Lockdown

In an effort to protect all of the children that utilize the Shimek BASP program, we have a plan in place to reduce the chance of children being removed from Shimek BASP without authorization or

from being harmed by an intruder. In any instance when we feel the safety of children is in question, the employees would be notified through our intercom system that Lockdown is now in effect. The following steps are followed during a Lockdown:

1. All children must leave the playground areas and return to the safety of the building.
2. The security code system on the doors will be disabled so that all doors will be locked to anyone trying to enter.
3. The Police Department will be contacted.
4. An administrator will supervise the admittance of any individuals entering the building

Building Security

To ensure the safety and security of all children, staff, parents, as well as the security of our childcare facility, Shimek BASP is a locked facility. Families will receive the messaging system on their first day of enrollment.

Inclement Weather/Blizzard

The BASP program will close if school is dismissed early due to weather conditions or any other building emergency. However, the program will close for safety concerns if the following conditions exist:

- If public transportation shuts down
- If the Highway patrol and Sheriff's department ask people to stay off the roads.
- If we have already received 4 or more inches and they are predicting several more inches of snow during the day

To find out if the program is closed:

- Check KCRG online for cancellations
- Watch or call TV (channel 9) after 6am
- Check with the director
- A notice will be posted on all entrances as soon as possible

If it begins to sleet or snow during the work day, and they are forecasting conditions to worsen throughout the day, the program will ask that children be picked up as soon as possible. Sometimes an ice storm or blizzard develops during the time the children are in attendance, which makes it difficult for parents to pick up their children.

The children will remain at the program until such a time that the parents can safely pick up their child. No teacher or parent that hasn't been previously given written permission to pick up a child may attempt to deliver the child to his or her home, either by vehicle or by foot. Children can stay at the program until parents can safely pick them up.

Blizzard Warning

In the event of an impending blizzard, the center will notify program families of an early closing of the

Revised August 2025

center. If parents are unable to be reached, the emergency contact person will be notified and we will continue to try to reach the parent. If we are unable to reach a parent or emergency contact person, the child will remain at the center with the staff.

Pandemic

If the state or federal government has issued a public health emergency, Shimek BASP will consult the Iowa Department of Public Health and the Center for Disease Control for guidance. Operating procedures may change according to their recommendations. Should the center have a case of the illness named in the health crisis, BASP may close temporarily to disinfect the building and to allow time for families and staff to quarantine. The decision to close may be made by the IDPH, DHS, or Shimek board of directors. Upon re-opening, procedures may be put in place such as use of hand sanitizer, limiting of people entering the building, and changing drop off and pick up procedures.

Dissemination of Student Records

Confidentiality

Confidential and sensitive information about children will be shared by director to staff on a “need to know basis.” Employees and Board Members of Shimek will not share information about children or families with people outside of the program including posting photos and videos on social media (facebook, instagram, snapchat, etc.)

Parents of students in the care of our center may review their student’s file and obtain copies of that file for a reasonable fee. The parent/guardian who is interested in reviewing records is requested to schedule a time to review the file with the Director.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parents. Any other access to student files/records shall be only upon written consent or upon court order or legally issued subpoena.

1. Government officials who have the authority to review records
2. In connection with an emergency

Note: Student files are reviewed, and inappropriate or impertinent materials removed periodically

Shimek BASP has the right to refuse service to anyone.

Grievances

It is our goal to strive for quality and excellence in the care of your child. However, if you feel that there is a problem such as differences in child-rearing philosophy, please follow the steps as listed:

1. Speak with the educator involved with your child.
2. Allow follow up from the educator to you.
3. If you are not satisfied with the results, please make an appointment to personally talk to the Director.

Disagreements about business practices or regulatory violations should be brought directly to the director or supervisor. If a complaint is made, the Director will listen to the parent, and will attempt to work with the parent(s) to rectify the problem. All comments are taken very seriously, and we will all

Revised August 2025

do our best to ensure your complete satisfaction.

Licensing Consultant

Heidi Brown

315 Iowa Ave Suite 2

Muscatine, IA 52761

(515)631-8846

E-mail: hbrown@dhs.state.ia.us

Child Care Complaint Hotline

(844) 786-1296

A copy of the licensing standards is available on the Department of Human Services website. (Chapter 109 of Administrative Rules)

It is the policy and commitment of Shimek BASP that it does not discriminate on the basis of race, age, color, sex, national origin, physical or mental disability, or religion.

Subsidized Child Care Policies

Shimek BASP accepts child care assistance from the Iowa Department of Human Services Child Care Assistance and Promise Jobs. Families wishing to enroll using subsidized care must follow all center policies including the policies for subsidized care. Shimek BASP is a private center, and we reserve the right to terminate care if the center policies are not followed.

1. The center enrolls a limited number of subsidized child care families. Speak to the director to ensure there is an opening.
2. Families exceeding 6 absences in a month will be dismissed from the program.
3. Any scheduled times that are not subsidized will be charged to the parent and must be paid before the week of attendance.
4. Co-pay amounts must be paid the week of care on or before Friday. This will be required before the child returns the following week.
5. No care will be provided without written approval from the subsidizing agency.
6. If you want to start before written approval from the subsidizing agency you must pay in advance, and you will be refunded when the agency pays for the time you have already paid.
7. Parents are required to submit a schedule no later than Friday noon prior to the week needing care. If no schedule is submitted, we will schedule you Monday through Friday 8-5. Children must be dropped off within an hour of the scheduled time.
8. It is the parent's responsibility to sign the verification of attendance form every two weeks.
9. Children must arrive by 10:00 am to participate in our program. Exceptions will be allowed for medical appointments. Please notify the office by 9:00am if your child has an appointment.

Shimek Behavior Referral Form

Student Name _____

Date _____

Referring Person _____

The above student has been referred for the following reason:

- ☐ Noncompliance
- ☐ Disrespect to adults/peers
- ☐ Intentional/accidental injury to others
- ☐ Threats or bullying
- ☐ Racial/derogatory slurs
- ☐ Inappropriate language or gestures
- ☐ Intentional damage to property
- ☐ Stealing
- ☐ Violation of ICCSD Board Policy 502.1c (weapons)
- ☐ Violation of ICCSD Board Policy 502.6 (alcohol and drugs)
- ☐ Other

Comments/

Explanation: _____

Parent/guardian signature Date _____

Signature of parent/guardian denotes receipt of document

Copy 1 to Parent

Copy 2 to Shimek Board of Directors

Copy 3 to Shimek's child's file