

St. Pius X Catholic School
Pius Pals Before & After Care
Parent Handbook
2025-2026



Ellen Gregory, Director
St. Pius X Catholic School 3601 66th Street, Urbandale, IA 50322
Phone: 515-402-4469
Email: egregory@stpiusxschool.org
www.stpiusxschool.org

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PREFACE

Welcome to St. Pius X Pius Pals Before and After School Child Care Program. We accept children currently enrolled in our 3 year old preschool program through 5th grade. Pius Pals provides a quality, reliable, and affordable program for our parents throughout the school year. Pius Pals focuses on a variety of activities which helps to further the children's educational development and creativity.

The provisions contained in this handbook may be changed at any time, with or without notice. This handbook is not an all-inclusive summary of all rules governing student conduct and behavior. St. Pius X Catholic School administration and Pius Pals director reserves the right to amend this handbook.

HOURS AND DAYS

Our program is open each day when school is in session from 7:00 a.m. to 7:50 a.m. and from 3:00 p.m. to 5:45 p.m. Monday through Friday.

*For important dates of closing and breaks, please check your email for updates from our Director.

Pius Pals runs on the same inclement weather schedule as the school. In the event the school decides to dismiss early due to inclement weather, Pius Pals will not be open. In case of inclement weather, and the decision is made to close the school for the day, Pius Pals will not be open. In case of inclement weather, and the decision is made to have a two hour delay, Pius Pals will not be open in the morning. This will be broadcast on media channels, and from our school principal via call/text alert system.

FALL ENROLLMENT REQUIREMENTS & PROCEDURES

St. Pius X Pius Pals Before and After School Child Care Program offers services for children enrolled in our 3 year old preschool program through 5th grade. Families **MUST** be current on their school tuition in order to enroll in our program. If at any time families fall behind in their tuition your child/ren will be asked to leave the program until your tuition is up to date.

Priority goes in the order that follows:

1. Enrolled in Pius Pals and SPX School for the 2025/2026 school year.
2. Enrolled in school for the 2025/2026 school year.
3. New families for the 2025/2026 school year.

SUMMER ENROLLMENT POLICY & PROCEDURES

Pius Pals Summer Program accepts students who are enrolled in four year old preschool through 5th grade for the fall 2024 school year. If your child qualifies under those policies listed above, then a summer enrollment packet must be completed and returned to the director along with enrolling in FACTS for the Summer Pius Pals program.

Pius Pals summer hours are 7:00am-5:45pm Monday through Friday. Pius Pals Summer Camp will be closed on July 4th in observance of Independence Day.

PROFESSIONAL DEVELOPMENT, SCHEDULED EARLY DISMISSAL DAYS & BREAKS:

Pius Pals will be open on Teacher Professional Development Day and Scheduled Early Dismissal. Pius Pals will be closed on two Teacher Professional Development Days to provide professional development to the Pius Pals Staff. We will not be open on these days if the weather could put our staff and families in danger.

For all day Pius Pals, early dismissals and breaks, families who have their child/ren enrolled in Pius Pals for the 2025/2026 school year will need to fill out the google form using the link that is sent out by email **no later than the date listed by our Director.**

For our scheduled early dismissals, parents will be responsible for sending a sack lunch with their child if lunch isn't served at school. A healthy snack in the afternoon will be provided. For teacher professional development days, Pius Pals will provide AM and PM snacks. Parents will be responsible for sending a sack lunch with their child, or as directed by the director.

FEE POLICY & PROCEDURES

A non - refundable registration fee of \$100 per child as well as signing up for Pius Pals on Blackbaud is required upon enrollment into our Fall program. A separate registration fee and enrollment on Blackbaud is required for the Summer program. Fees are due once Blackbaud has been set up. Failure to make payments may result in suspension and or termination of services. A two-week written notice (including last day services will be needed) is required by the parent to terminate services. Fees for two weeks will be added if a two-week written notice is not given.

DROP-OFF AND PICK-UP

Children will not be accepted prior to 7:00 a.m. Parents must accompany their child into the building upon arrival and sign their child in. The children are not allowed to come into the

building alone or sign themselves in. This is for their protection in case of a fire or other emergencies. According to licensing procedures, “each child shall have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group.” If any of these things are determined, the child must go home immediately. It is also required that all changes of phone numbers, places of employment, residence or pick-up information be turned in to the Pius Pals Director as soon as changes are made.

All children must be picked up and signed out by an adult no later than 5:45 p.m. Anyone, including parents, who are allowed to pick up the child, must be listed on the PICK-UP PERMISSION FORM. When a parent arrives at St. Pius they must pick their child up, unless the parent is arriving at St. Pius to pick up another sibling. To avoid confusion, it is the responsibility of the parent registering the child in our program to properly fill out this form. In a custody situation, the parent registering the child must take responsibility to ensure this is in accordance with his/her specific court agreement. A copy of the court agreement must be provided to the Director to ensure accuracy. If a parent who is not listed contests this, he/she will not be allowed to pick up the child until the parent registering the child gives approval. If the contesting parent can offer proof that he/she is indeed the legal parent or guardian and has legal rights, we will allow that parent to pick up the child and to submit his/her own PICK-UP PERMISSION FORM. The Director or Supervisor of the program reserves the right to refuse any individual access to our center if hostility exists.

Anyone not recognized by sight will be asked for a picture ID. If any individual other than those listed on the PICK-UP PERMISSION FORM is needed to pick up a child, the parent must alert the Pius Pals Director, child/ren teacher(s), and school secretary via email at least 8 hours prior to that time. That individual must bring a photo ID. It is the parent’s responsibility to notify the Pius Pals Director and make changes on this form whenever necessary.

BRIGHTWHEEL COMMUNICATION MANAGEMENT PLATFORM

Pius Pals uses **Brightwheel** to streamline our daily operations and keep families informed. This platform is used for:

- Enrollment paperwork
- Daily check-in and check-out
- Communication between staff and parents
 - pictures of children sent throughout the day
 - Incident forms completed

- updates about classroom information

Once your child is accepted into the program, you will receive an email invitation with a link to create your Brightwheel account. It is important that all families register promptly to ensure smooth communication and access to important updates

INTOXICATED PARENT OR VISITOR PROCEDURE

If an intoxicated parent attempts to pick up his/her child, the Director or Supervisor will contact an emergency contact and request that they pick up the child. The intoxicated parent will be informed of the pick-up plan. If we are unable to reach an emergency contact, the child must be allowed to leave with the parent. The parent will then be informed that the police will be immediately contacted concerning the incident. An intoxicated visitor will be asked to leave the center immediately, and the parent of whom the visitor was here to see will be contacted.

LATE PICK UP

Any parent who picks up their child/ren after 5:45 when our program ends, will be assessed a fee of \$1.00 for every minute they are late. If the same parent is late 3 times in a trimester, the child/ren will be dropped from the program. If the parent is 30 minutes late they will be contacted (if we are unable to reach the parent then we will contact the emergency contact) informing them their child/ren will be dropped off at the Urbandale Police Department.

ENROLLMENT FORMS

The following is a list of forms required when enrolling your child/ren in our Pius Pals program. According to chapter 109 of the DHS Child Care Centers Licensing Standards and Procedures, new forms will be completed yearly and also updated as necessary.

EMERGENCY MEDICAL/DENTAL CONSENT FORM

This form gives Pius Pals permission to call an ambulance or transport a child in case of an emergency, to contact the child's physician or dentist for consultation, or to contact another physician or dentist for consultation. It includes the names of the child's physician, dentist and hospital. This form must indicate any allergies, medication, and/or other conditions pertinent to emergency care. If a physician, dentist or hospital is not listed, Pius Pals will designate a facility of their choice for the child.

PICK-UP PERMISSION FORM

This form must list anyone who has permission to pick up or visit the child at any time, including parents and those on the emergency list. It also names anyone who is not allowed to pick up the child as well as any custody situations that the center needs to be aware of.

CHILD INFORMATION FORM

This form contains information concerning contacts, such as phone numbers and addresses, for parents/ guardians as well as people who are to be utilized as alternate contacts for emergencies or illnesses when the parents/ guardians are unreachable. This form also gives the center permission to photograph or videotape the child to be used in promotional or training materials.

MEDICAL STATEMENT FOR ADMISSION

A complete physical must be presented on or before the first day your child attends the center. A MEDICAL STATEMENT UPDATE must be completed yearly for preschool-age children.

CERTIFICATE OF IMMUNIZATION

A current certificate of immunization must be presented on or before the first day your child attends Pius Pals. It must include a health official's signature as well as source of immunization. This certificate must be updated as the child receives immunizations.

PARENT ACKNOWLEDGEMENT FORM

This form is signed by the parent who acknowledges that he/she received, read and understands the policies contained in this parent handbook.

DISCHARGE POLICY

Pius Pals Program has the right to terminate services at any time. Termination may occur for any of the following reasons, but are not limited to: failure to comply with the fees and/or payment arrangements, failure to be up to date with school tuition, unresolved behavior conflict by a child, or any type of hostile situation. All decisions to terminate services, communication concerning the identified problem and/or appeal or review of the termination will be handled by the Pius Pals Director.

PARKING POLICY

Parking spaces for parents are in the parking lot on the northside of our building. Please do not park in front of the main doors or in a way where a parked car can't get out. DO NOT leave children unattended in a vehicle. As mandatory reporters, we will be forced to report this action to the proper law enforcement agency.

FIELD TRIPS

Field trips may be taken on no-school days. Parents will receive schedules and the fees needed for each field trip, in advance. A signed permission slip will be required for participation on each field trip. Parents are not allowed to drop off children at Field Trips or visit Field Trip unless communicated with the Director.

TRANSPORTATION POLICY

On NO School days or during the summer we may go on a field trip. When we do, we will take a nearby school district such as Urbandale school bus for our field trips. Some trips we may take, but are not limited to, are the pool, movie theater, zoo, bowling, ect. Children may be transported in a staff vehicle only in the case of an emergency or with the consent of a parent.

GENERAL ACCESS POLICY

Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have “**unrestricted access**” to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.

***“Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care.**

***It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**

2. Persons who do not have unrestricted access will be under the direct “**supervision**” and “**monitoring**” of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will

be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.

***“Supervision”** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.

***“Monitoring”** means to be in charge of ensuring proper conduct of others.

3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their Site Manager or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
 - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
 - b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.
 - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the center where the sex offender may be present.
 2. The reason for the sex offender’s presence at the facility.
 3. The duration of the sex offender’s presence.
 4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

Parents are welcome to visit their child at our program at any time unless restricted by a court order. Pius Pals does ask that visitors check in with the Director or Supervisor. People not listed on the PICK-UP PERMISSION FORM will not be allowed to visit the child unless previously arranged by the parent. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. Parents wishing to speak in length about their child

with the Director or Supervisor are requested to schedule a meeting either at Pius Pals or over the phone.

ACTIVITIES

Pius Pals program provides an environment for children with a variety of activities, including recreational games, arts and crafts, reading, music, STEM and time to finish homework. All activities are age-appropriate for each child.

NON-PROGRAM ACTIVITY POLICY

Pius Pals does not offer non-program activities. If parents register their child/ren for non-program activities, they are responsible for transportation to and from the activity. Please be sure you have your pick up form updated with whomever will be the pick up and drop off from these non-program activities. If the person is not on the pick up form, your child/ren will not be allowed to leave Pius Pals.

ILLNESS/HEALTH POLICY

If your child is ill and will not be attending Pius Pals on a scheduled day, please notify our Director at 515-402-4469 or at estrittmatter@stpiusxschool.org. If your child becomes ill while in Pius Pals, you will be called to come and pick up your child within a half hour of the call. Some symptoms requiring such pickup would include vomiting or a fever of 100.4 or higher. If your child is sent home with these symptoms, they cannot return to school or Pius Pals for 24 hours after the call. If your child needs to receive medication for their sickness while in Pius Pals, the Prescription/OTC Medication Authorization Form must be filled out and given to the Director. All medication must be in the original container with identification on an attached label. Pius Pals reserves the right to request that the child see a physician or to have a physician's note prior to returning.

COVID 19 POLICY

If your child (>2 years and able to wear a mask correctly and consistently) tests positive for Covid 19 they will need to be excluded from Pius Pals for 5 days from the positive test. On day 6 if fever free for 24 hours without the use of fever-reducing medication and if symptoms have improved your child may return to care. Per CDC guidance, your child should wear a mask from days 6-10.

Siblings of children who test positive for Covid 19 are asked to stay home for at least 24 hours to monitor symptoms. We prefer a negative test before returning but it is not required. Siblings may consider wearing a mask when they return to Pius Pals as well.

HAND WASHING POLICY

Children's hands will be washed for twenty seconds with soap and water at the following times to prevent or minimize the transmission of illness or disease: Immediately before eating or participating in any food service activity, after eating or food service, after playing in the gym or outside, when they are physically dirty, after using the restroom, after sneezing or coughing, and at any time a teacher deems necessary.

GUIDELINES FOR WHEN A CHILD CAN RETURN FROM AN ILLNESS

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release to return. For a complete list, see a member of the Leadership Team.

Fever: Must be fever-free for 24 hours with the exception of an ear infection. In the case of an ear infection, the child may return after treatment of antibiotics has started.

Vomit: Must be vomit-free for 24 hours.

Diarrhea: Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If it is determined that the diarrhea is caused by medication or teething, the child will not be asked to leave the center.

Pink Eye: 24 hours after documented treatment for conjunctivitis has begun.

Mouth Sores: Must have a doctor's note stating that the child is non-infectious.

Rash: With any rash, whether or not accompanied by a fever or behavior change, the child cannot return without a doctor's note stating that the illness is not a communicable disease.

Infestations: Cannot return until 48 hours after treatment has begun or at the Director's discretion. Infestations may be head lice, scabies, etc.

Impetigo: Cannot return until 48 hours after treatment has been initiated.

Strep Throat: Cannot return until 24 hours after documented treatment has been initiated.

The incidence of a communicable disease at the center will be posted at the check-in desk as well as on the door of the infected room.

Covid-19: Cannot return for at least 5 days, symptom free, AND at least 24 hours without a fever (without use of fever reducing medications)..

MEDICATIONS

Medication may be administered to a child when provided and requested by a parent. A PRESCRIPTION/OTC MEDICATION AUTHORIZATION FORM must accompany all medications that are to be administered. All medication, both prescription and non-prescription, must be in its original bottle with the label intact. Once the medication is administered, the time and date will be documented in our DAILY MEDICATION LOG. All medications will be stored with our first aid supplies. No medication will be allowed to be stored in the child's bag or on the children themselves. Either our Director or Supervisor will administer all medication

INJURIES

All injuries brought to the attention of our Pius Pals Director or Supervisor will be documented on the FIRST AID DAILY LOG. Any injury causing a mark constitutes an INCIDENT REPORT, which must be completed by the Pius Pals employee who witnesses the incident. This report will include the injury, first aid given and the employee who were present when the incident occurred. A copy of the report will go home with the child, and to the school office. The original will be put into the child's file. Parents will be contacted for all serious injuries and 911 if necessary. A first aid is available for all injuries; a first aid kit will be kept in the Pius Pals room as well as on the playground.

DENTAL EMERGENCY

Should a dental emergency occur where a tooth is damaged or prematurely extracted (excluding the loss of loose baby teeth) the parent will be called to make arrangements for the child to be transported to their dentist. In the event that the parents or emergency contacts cannot be reached, the Director or Supervisor will contact the child's dentist. Permanent teeth that have been extracted will be placed in a glass of whole milk until further arrangements are made.

SMOKING POLICY

According to state licensing regulations Chapter 109.10(11), "Smoking and the use of tobacco products shall be prohibited in our room, bathrooms & outdoor play areas."

NUTRITION POLICY

During the school year, children attending our morning program will be given a healthy snack before they are released to the classrooms for school. Children attending our afternoon program will be given a healthy snack. Pius Pals follows CACFP rules for child nutrition in a daycare setting. If your child/ren has any food allergies, the parent will need to list the allergy at the bottom of the ALLERGIES/MEDICAL CONCERN FORM. Parents may be required to provide substitutes when accommodating child/ren with allergies or medical conditions. Menus are posted a month in advance, and are located on the parent board. All children attending our morning program must have eaten breakfast prior to their arrival.

POLICY FOR FOOD BROUGHT FROM HOME

Food may also be brought from home if a child is of school age and has dietary restrictions and/or allergies. Perishable food brought from home must be contained so as to avoid contamination. Snacks brought from home for birthdays and parties must be pre-packaged.

BITING POLICY

Even in the best childcare center, periodic outbreaks of biting occur among infants, toddlers, sometimes preschoolers, and occasionally with older children. This is an unavoidable consequence of grouping younger children together. When it happens, it can be scary and frustrating for children, parents, and Pius Pals employees. Understanding the reason for biting is the first step to changing a child's behavior. 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, too much or too little stimulation, are all very difficult for children. Biting is not something to blame on children, their parents, or the Pius Pals employees. When biting breaks out, our staff will take immediate action, not to blame the biter but to change the environment and help children change their behavior. Here are the steps our staff will take if a biting incident occurs.

Care for and help the child who was bitten. If the skin is not broken, we apply a cold ice pack. If the skin is broken, we cleanse the wound with soap and water. We call the child's parents and give them a copy of the incident report, which is filled out by the teacher who witnessed the incident. The incident report is also kept in the child's file. The name of the child who bit is kept confidential.

Help the child who bit so that he/she learns other appropriate behavior. We address the child in a firm, calm voice, stating our disapproval of biting. We give the child's parents a note that same day informing

them of the biting. In general, we ask parents to keep us informed if their child is biting at home or in other situations. Children who bite in our program do not necessarily bite at home. If your child is biting in other situations, it is important for all of us to correct them consistently. Communication is very important in order to help your child stop biting.

Examine our program to stop the biting. The teachers and members of the leadership staff will analyze the cause of ongoing biting. We complete in-room assessments to determine the quality of relationship between the caregiver and the child, the environmental influences on the child's behavior, and target the social-emotional support for the child. Then, we develop a plan to address the causes of the biting, focusing on keeping children safe and helping those who are stuck in the biting pattern. After developing this plan, we arrange a meeting with the parents and share the details so you know specifically how we are addressing this problem.

No matter the reason for the biting, you can count on us to assess and handle the situation appropriately so it will end as quickly as possible. We want the best for all children in our care.

BEHAVIOR EXPECTATIONS FOR CHILDREN POLICY

The Pius Pals program is an extension of the school day. All children in the program are expected to continue to follow the school's rules. Additional rules specific to the program are itemized here or will be developed by the Director of the program.

1. Be respectful of the Pius Pals staff, materials, equipment, and area at all times
2. Be respectful of other children at all times
3. Keep hands, feet, and objects to yourself. Hitting, kicking, biting, throwing things or bullying will not be tolerated.
4. No rocking in or standing on the chairs
5. Pick up after yourself
6. Books, games, or equipment must be returned to their proper place after use
7. No playing in the restrooms
8. No leaving the child care area unless specific permission had been given. You must tell a supervisor specifically where you are going and what path you are taking to get there
9. St. Pius X Pius Pals follows the St. Pius X School's behavior plan: PBIS (respect, responsibility, safe & faithful)

If a minor behavior incident occurs at Pius Pals, parents will be informed upon arrival to pick up the child. If the incident is major, the parent will be called for immediate contact and may be asked to come immediately to remove the child for the day. If necessary, an Incident Form may be filled out and documented. A suspension or or expulsion from Pius Pals can occur depending on the severity or discretion of the Director. The safety of ALL children and staff is a top priority at Pius Pals.

DISCIPLINE:

All children are entitled to a pleasant and harmonious atmosphere.

1. Age appropriate corrections will be used at all times. This may include time outs or separation from other students. Time out will begin at 5 minutes and will be increased as necessary. Three timeouts occurring within one day's time will be reported to the parents.
2. If more than three timeouts occur in one day, the principal will be notified.
3. If a child is chronically disruptive to the functioning of the program, reasonable efforts will be made to get the child to comply with the program. Chronically disruptive behavior is defined as uncontrollable verbal or physical interactions or harassment of any children or staff in the program. This also includes being disrespectful to the teachers by ignoring or disobeying the rules of the program and the playground.
4. If chronically disruptive behavior is habitual, the principal will be notified.
5. Consequences for disruptive behavior will be implemented. Children will be held accountable and responsible for their own actions. Continued disruption of the program may lead to the child being dismissed from the program.
6. When a problem is great enough to possibly endanger the safety and welfare of your child or the other children in the program, the child will be dismissed from the program for one full week. If another child gets injured because of dangerous behavior, the child causing the injury may be dismissed from the program for a longer period or indefinitely.
7. The child may be reinstated at the discretion of the Director and the Principal. Any further behavior

problems will result in permanent dismissal from Pius Pals.

Pius Pals shall not use as a form of punishment:

- a. Corporal punishment including spanking, shaking, and slapping.
- b. Punishment that is humiliating or frightening or which causes pain or discomfort to the child. Children shall never be locked in a room, closet, box or other device. Mechanical restraints shall never be used as a form of discipline. When restraints are part of a treatment plan for a child with a disability authorized by the parent and a psychologist or psychiatrist, staff shall receive training on the safe and appropriate use of the restraint.
- c. Punishment or threat of punishment associated with a child's illness, lack of progress in toilet training, or in connection with food or rest.
- d. No child shall be subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family

PLAYGROUND RULES

- 1. All equipment is to be used in the manner for which it is intended
- 2. No climbing the retaining walls or fences
- 3. No throwing of any objects – including but not limited to: rocks, playground ground cover, snow
- 5. Climb up only the stairs and go down the slides from the top, one at a time.
- 6. Return all equipment to the building when you are done playing or using it
- 7. Stay in the designated play areas at all times

****SPX Pius Pals is NOT responsible for any lost or stolen personal items****

SAFETY POLICY

All measures will be taken to ensure that all Pius Pals employees are well trained in any and all emergency procedures. Fire and tornado drills will be completed at least once per month. Other emergency procedures will be covered periodically at the discretion of the Director or Supervisor. All employees will receive and maintain training in CPR, First Aid, Mandatory Child Abuse Reporting and Infectious Disease Control. As another measure of safety precautions, it is

the responsibility of the parents to ensure that their child's file is current with phone numbers, emergency contacts and pick-up permission forms.

MANDATORY CHILD ABUSE REPORTING

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, or denial of critical care, shall immediately notify 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 within 24 hours of becoming aware of suspected abuse. If the person making the report has reason to believe that immediate protection for 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:

1. The names and home address of the child and parents/guardian believed to be responsible for his/her care.
2. The child's present whereabouts if not the same as the parent/ guardian's home address.
3. The child's age.
4. The nature and extent of the child's injuries, including any evidence of previous injuries.
5. The name, age, and condition of other children in the same home.
6. Any other information which the person making the report believes might be helpful in establishing the cause
7. of the injury, the identity of the people responsible for the injury, or in providing assistance to the child.
8. The name and address of the person making the report.

Legal sanctions for failure to report are as follows:

1. Any mandatory reporter who knowingly and willfully fails to report a suspected case of
1. child abuse is guilty of a simple misdemeanor.
2. Any mandatory reporter who knowingly fails to report is civilly liable for the 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 releases required in other situations (Legal Reference 232.73).

To report child abuse anytime, day or night:

1-800-362-2178

NON-DISCRIMINATION POLICY

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

Parent/Guardian Full Name: _____

Parent/Guardian Signature: _____ **Date:** _____