Pathway Christian School

Early Childhood Handbook



5764 Hwy 1 SW
Kalona, IA 52247
319-656-5443

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WELCOME

On behalf of the Early Childhood Department at Pathway Christian School (PCS), we welcome you to our program! Our school was founded in 1978, and we remain committed to creating a supportive learning environment where students excel academically, grow in their faith, and develop strong character.

MISSION

Pathway Christian School's mission is to partner with parents to holistically educate its students in a Christ-centered environment.

Pathway Christian School is an extension of the Christian home in training young people in a Christian environment for time and eternity. School staff work closely with parent(s) to train the whole child. Attendance at PCS is a privilege, not a right. The goal of PCS is not to reform but to train every youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship. This school stands without apology for the Gospel of Jesus Christ in the highest standards of morality and Christian behavior.

VISION

Our vision is for students to be spirit-filled, Christ-like leaders who are equipped to inspire those around them to a closer relationship with Jesus.

Our vision for Pathway Christian School is to offer a quality Christian education, K-12, to families in Kalona and the surrounding area, and to give back to our communities as an expression of God's generosity towards us.

STATEMENT OF FAITH

Based on Scripture we believe:

1. The Bible is the divinely inspired and infallible Word of God, and it is our final authority in all matters of faith, conduct, and truth.
2. The One True God exists eternally as three persons—the Father, the Son and the Holy Spirit, and is eternally self-existent.
3. The Lord Jesus Christ is pre-existent in His deity, had an incarnate virgin birth, lived a sinless life, died a substitutionary death, was bodily resurrected, ascended into heaven, ministers presently, and is coming again.
4. The Holy Spirit is the third person deity, does convicting work in each believer, and empowers His followers for life and service.
5. Man is/Humans are God's creation in His own image as male and female, determined biologically at conception; but humans sinned, making everyone sinners and in need of salvation.
6. Salvation is saved by the grace of God, received as a gift from God through personal faith in Jesus Christ. We come to Him in repentance of our sins, confess Him as Lord before others, and receive adoption into Him.
7. The Church is the body and bride of Christ, the universal body of all believers who grow together in fellowship and ministry as baptized believers who consistently remember the Lord's supper.
8. The Christian Life is a lifestyle that strives for continual transformation toward God and disdain toward the evil ways of the world. It is one that speaks the Truth, maintains the sanctity of the home and marriage defined as being between one man and one woman determined biologically at conception, settles differences between Christians in accordance with God's Word, exhibits the fruit of the Spirit, and maintains a life of prayer.
9. Satan exists, and his personality is the great adversary of God and His people. We believe in his judgment and final doom.

10. In the Future Life with the conscious existence of the dead, the resurrection of the body, the judgment and reward of all people, the judgment and condemnation of unbelievers and the eternal life of the saved.

PHILOSOPHY

A Christian Philosophy of Education calls for an educational process that puts the Bible at the center and asks students to evaluate all they study through the lens of God's Word. Because God is Truth, His Word is Truth, and He brings a unity of truth to all His creation. No subject can be taught in its totality if the truth is ignored or denied.

Christian education elicits learning that is integrated with eternal Truths. Knowledge becomes purified by the recognition of God's place in it; wisdom, then, emerges from such knowledge.

We believe a Christian philosophy of education calls for the whole child to be holistically educated for life—spiritually, emotionally, mentally, socially, and physically. Our students can come to know Jesus daily as they are thoroughly discipled as complete creations in Him. Spiritual mentoring, modeling, godly self-discipline, and Christ-like expectations (Fruit of the Spirit in Galatians 5:22) are integrated into the environment of each day, helping students see, experience, and live Christ-centered lives. The Word of God is clear in making parents responsible for their children's education.

In entrusting the church and school to help in this task, parents need to ask, "What is the end result of learning?" John Milton wisely answered, "The end, then, of learning is to repair the ruins of our first parents by regaining to know God aright, and out of that knowledge to love Him, imitate Him, to be like Him."

CORE VALUES

PCS is first and foremost a Christian school. Staff members maintain professional training appropriate for their duties. They model a pursuit of excellence and the most appropriate use of God-given resources to best accomplish the mission and vision of PCS. They serve by preparing students for future education and community life.

1. The Truth of God's Word—PCS defines truth as the person of Jesus Christ as proclaimed by 66 inspired, inerrant books of the Old and New Testaments. Our aim is to be transformed daily by this truth to the glory of God and to the benefit of all. All members of the school community agree to function under this authority.

2. Culture of Excellence—We will undertake no program, project, or initiative unless it can be accomplished with excellence. This culture is built on a posture of the heart that seeks to honor God by making the most of our resources, facilities, time, and relationships to improve the experience of those within the PCS family and those who visit. Members of the PCS family commit to participate in this culture by serving to the best of their ability when called upon and by thinking of guests first at PCS fundraisers and events. Members of the PCS family operate with an awareness that sees others through God's eyes of grace.

3. Healthy Partnerships—Active participation in the local church is an essential component in the life of Christian families who partner with PCS. In addition to local corporate worship, school personnel and families are encouraged to give high priority to the personal spiritual disciplines of prayer, service, giving, and the study of Scripture. With consistent values, beliefs, and actions, PCS works together with parents and the local church to point students to Jesus Christ.

4. Shepherding the Heart—All teaching is ultimately relational. Intentional cultivation of relationships shaped by the Gospel is an essential aspect of maintaining a positive, God-honoring school climate. Our

priority in all dealings with students and faculty is loving application of Gospel truth to the heart in the moments of everyday life—with the goal of encouraging hearts to be turned toward the Savior, not merely toward outward conformity, but preparing students for the future.

ENROLLMENT AND ADMISSION

Pathway Christian School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational and admissions policies, scholarship and loan programs, athletics, and other school-administered programs. It is understood that any student attending PCS must be open to Jesus Christ and His plan of salvation.

PCS reserves the right to refuse admittance on the basis of religion, age, marital status, educational needs or sexual orientation. The order of preference given for admittance shall be as follows: returning students, then new applicants with positive references. Children with formally-diagnosed learning disabilities will be admitted on a case-by-case basis. Presently, PCS is not equipped to handle severe learning-challenged students. Also, PCS is not a school for delinquents and therefore, cannot be expected to reform a delinquent child.

Students and parents must also observe the admissions procedure outlined below.

Admissions Procedure for <u>New</u> Students

1. It is highly recommended that parent(s) visit the school.
2. Read the *Parent-Student Handbook* thoroughly to understand the standards and requirements.
3. Request their pastor to send a letter of recommendation.
4. Submit enrollment application accompanied by registration fee. If transferring, include report cards from previous grades.
5. The Principal will interview parents and potential student(s).
6. Submit a Child Health Form. (Appendix A)
7. A doctor's medical report must be completed and signed by a physician and submitted to the school office.
8. Students must have the following immunizations: diphtheria, pertussis, tetanus, polio, measles, rubella and hepatitis B and present official documentation of each or sign an immunization waiver. (https://www.legis.iowa.gov/docs/iac/chapter/641.7.pdf)
9. Students are required to complete entrance or placement assessments administered by PCS' Early Childhood Director.
10. Parent(s) will be notified of acceptance within 48 hours after the final interview.
11. All new students are admitted on probation for the first six weeks.

Admission for Pre-Kindergarten (K4)

We recommend that children turn four years old on or before September 15th of the year for which they are applying. Students will be accepted based on their maturity level and social skills. For a student to progress to K5, assessment by the teacher of the student's maturity, behavior, academic, social and motor skills, as well as other factors, may clarify the retention of the student.

Admission for Kindergarten (K5)

Criteria for Admission to K5: 1) A child must be five-years-old on or before September 15th of the year for which he/she is applying. 2) Each child must participate in Round-Up. 3) Each child must have an evaluation with the teacher, Early Childhood Director and the Academic Dean, which will determine whether or not to admit the student into class.

School Supplies

Class supply lists are available on the school's website, https://wwwpathwaychristian.net/.

PROGRAM OVERVIEW

The Head of School and Principal are responsible to the School Board. It is their responsibility to interview all staff and prospective teachers and to recommend for hiring, to coordinate all daily activities, supervise or administer all disciplinary actions, monitor the purchasing of supplies, be a steward of all money given to the school, screen student applicants, and fill in at the learning centers, as needed.

The Early Childhood Director is to maintain the preschool license from the Iowa Department of Health and Human Services. The Director shall hold a current Iowa teaching license, along with required certifications, and oversee the Early Childhood Department's operations.

Early Childhood Teachers promote learning, development, and skills for success in school and in life. Our curriculum, rooted in biblical principles and beliefs, is dependent on educators who are committed to a life in Christ. Therefore, it is of utmost importance that all early educators within the program have both a personal relationship with God and a strong background in Early Childhood Education.

Hours of Operation: Pre-K (K4)—Tuesdays 8:30 a.m.-2:30 p.m. and Thursdays 8:30 a.m.-3:15 p.m.

Student-Teacher Ratio: The Department of Human Services' capacity and ratio requirements for Pre-K (K4) is the following: teacher for every 12 students with a capacity of 15 students.

CURRICULUM, INSTRUCTION, AND ASSESSMENT

Our preschool program uses Bob Jones curriculum and the Teaching Strategies GOLD assessment tool aligned to the Iowa Early Learning Standards. Teachers will take observational notes, create portfolios, and plan whole group, individual, and small group learning activities. We assess students' skills in the following areas: cognitive, language, literacy, mathematics, physical, and social-emotional. The assessment information is then used to guide lesson planning and report progress to parents/guardians. There are quarterly checkpoints throughout the school year. Report cards will be sent home after each checkpoint in October, December, March, and May and will reflect the level of each child's abilities at that time.

Communication of Assessment Information

Parents may view their child's progress through the Teaching Strategies GOLD App. Before conferences in the fall and spring the preschool program sends home pre-conference forms for parents/guardians to share their celebrations and concerns about their child.

Parental Involvement

Parental involvement is one of the key factors for success in the lives of students from an early age. This begins with reading to children before they ever enter a school's doors. It also means asking questions of the child about what they learned in school and how they experienced the grace of God in their lives that day, how they treated others, and whether or not they were kind to those who may have hurt them. The preschool sends home occasional family activities and completed classroom activities, posts a weekly schedule outside the classroom, and writes a weekly newsletter to inform parents/guardians of academics that were worked on each week. PCS' preschool utilizes the Brightwheel

software which may be added as an app on the parent's phone. Through Brightwheel, parents may submit required records, sign incident reports, and track attendance.

STUDENT HEALTH AND SAFETY

Pathway Christian School will strive to maintain a healthy and safe environment by requiring certain health information for each student prior to beginning school and periodically thereafter. Student health information is confidential and disclosed only to those who need to know. The Office Administrator and Preschool Director maintain students' health records. Each Pre-K student is required to have a current (within the last 12 months) physical exam signed by a doctor on file at school. They must provide the name, address, and phone number of their regular physician, dentist, and hospital. Changes in medical information must be reported to the office for each student's permanent record.

Accidents and Injuries

Minor accidents/injuries will be attended to by the supervising staff. An incident report will be completed by the teacher in Brightwheel, and parents will receive notification to electronically sign the report, which will be kept in the student's file. For more serious injuries, staff will contact parents/guardian immediately and emergency personnel, as needed. The Parental Consent for Medical Treatment form (Appendix C) allows school administration to use its best judgment in contacting a physician or transporting the child to a hospital for emergency care when neither parent/guardian can be contacted and time is critical.

Consent for Medical Treatment

At enrollment, a Parental Consent for Medical Treatment form (Appendix C) must be completed and kept on file. This consent permits the Principal, the Office Administrator, or a faculty member to deal with emergency situations when parents/guardian cannot be contacted and time is critical. The school cannot require non-administrative personnel to perform any special health services or intrusive non-emergency medical services for students unless personnel are licensed or otherwise qualified and have consented to perform the services.

Field Trips

Permission forms will be given prior to field trips and must be signed by the student's parent/ guardian before students may participate in field trips. Destinations and dates will be announced in advance.

Immunizations and Medical Report

All students must have the following immunizations as required by the local county health department: diphtheria, pertussis, tetanus, polio, measles, rubella and hepatitis B. A waiver for religious reasons requires notarized signatures from parents/guardian and must be filed in the school records.

Illness

The American Academy of Pediatrics has deemed that an oral temperature of 100.4 F is considered a fever. Therefore, a student with a fever should not attend school or school-related activities. Students should remain home until they are fever-free for 24 hours without using fever-reducing medication. Severe gastrointestinal symptoms (vomiting/diarrhea), persistent cough/respiratory distress, or rash of unknown origin is cause for remaining home for 24 hours until the child is symptom free. Students who become ill during the school day should report to the office. If it is necessary to send the student home, the office will contact the parents/guardian and the student will be released from school. **No student with a temperature over 100.4 F will be permitted to remain at school.** Parents/guardian

picking up a sick child should come to the office. If your child has been diagnosed with having a contagious condition, please contact the school so that we can notify other parents of the exposure and alert them to watch for similar symptoms in their child. In cases in which your child has been exposed to a contagious condition, medical notices will be posted at school and alerts will be sent home describing the nature of exposure, symptoms to watch for, and action needed for treatment.

Lunch and Snacks

Students are expected to bring their own nutritionally balanced lunch as defined by CACFP guidelines. Lunches may be heated in one of the microwaves in the cafeteria. Students may not use the kitchen facilities. Parent volunteers will prepare and serve hot lunches on Tuesdays. Menus will be posted outside the classroom door. Additionally, students need to bring two healthy snacks per day from home. Students must eat only in assigned areas, put trash in wastebaskets, and go to the recreational area after eating lunch. No lunches may be eaten in the gymnasium. All mealtimes are supervised by a staff member.

Medications

If it is necessary for a student to receive prescription medication during the school day, parent(s) must send the medication in its original container with complete labeling. Medication will always be kept in the office cabinet, inaccessible to students. Only designated staff members may dispense the medication. We reserve the right to permit exceptions to this rule such as inhalers, etc. A student may receive non-prescription drugs (i.e. Tylenol, ibuprofen, etc.) only by written parental consent. A record of non-prescription medication given to students will be kept by the staff member distributing the medication. Parents need to complete an action plan form for any students with allergies, migraines, diabetes, or other medical conditions that require additional precautions.

Oral Health

All children are required to have a dentist listed on their emergency contact information sheet in their file. In the event of a dental emergency (knocked out, broken, chipped tooth, etc.), parents/guardian will be contacted and instructed to seek immediate dental care.

Outdoor Safety

An open, grassy area, partially shaded by trees, is used for outdoor time. Teachers will supervise students carefully to ensure they do not wander near roads or any other dangerous areas.

Student Insurance

Parents are encouraged to carry medical insurance on their children.

Student Records/Confidentiality

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have legitimate educational interest are allowed to access a student's records unless parents have granted permission in writing.

Sunscreen

Between April 1st and September 30th, staff will apply sunscreen to children's exposed skin prior to outdoor playtime. Pathway Christian School treats sunscreen as topical medication. Therefore, never send sunscreen in your child's backpack or store it in your child's locker. We will provide water-resistant, long-lasting, SPF 50 lotion for program-wide use. Parents must sign their consent for sunscreen or sign to decline sunscreen though the Brightwheel app. (Please see the Early Childhood Director.)

FINANCES

Cost: Pre-K (K4)—$3,660 annual tuition

Payment Schedules

1. All entry fees are to be paid upon registration unless other arrangements are made with the Principal.
2. Tuition may be divided into ten (10) monthly payments, weekly payments or quarterly payments.
3. Statements are sent home monthly during the school year.
4. No deduction from tuition is made for absences.
5. Until a family's tuition is paid in full, their children may not begin school the following year. Please contact PCS' Principal to make arrangements if you are having difficulty making tuition payments.

POLICIES

Absentee Policy

A child not in school must be counted absent regardless of the reason. If the number of days missed are fewer than one period, the teacher will deal with the situation in an appropriate manner. It is the responsibility of the parents/guardian to notify PCS about the reason for the absence. This may be done by note or phone prior to the absence, if possible. All absences will be considered unexcused until notification is received.

Excused Absences

1. Illness
2. Death, serious injury or illness in the family
3. Travel with family
4. Out-of-school suspensions
5. Absences deemed unavoidable by the administration
6. An unlisted absence is unexcused

Unexcused Absences

1. Skipping school
2. Shopping or pleasure trips
3. Hair appointments
4. Oversleeping
5. Travel with friends
6. Students may be required to make up time for unexcused absences. Two consecutive or three cumulated unexcused absences will be reported to PCS' Principal.

Anti-harassment and Bullying Policy

1. PCS desires to create a God-honoring environment. We believe students and staff should live by the Golden Rule stated in Matthew 7:12 "Do unto others as you would have them do unto you." We believe all students should be loved, accepted and cared for in a manner consistent with PCS' faith, values, and mission. Bullying and harassment are defined as deliberate, persistent, and willful actions done by an individual or group toward another individual with the intent to hurt, threaten, frighten or upset, and they will not be tolerated. They include the following:

- Physical: Any use of violence such as, but not limited to, hitting, kicking, or pushing
- Verbal: Name-calling, gossiping or teasing, which includes oral, written or internet/cell phone communication
- Emotional: Racial slurs and/or any form of tormenting or deliberate exclusion
- Sexual: Undesired physical contact, suggestive comments and/or abusive communication in any way

- Spiritual: Any bullying, negative talk or actions addressed toward others in regards to dress or mannerisms, which demonstrate beliefs of living out their Christian faith in practice

2. All forms of bullying and harassment should be reported immediately to a faculty member who will then immediately look into the incident and inform PCS' Principal. Together they will investigate the incident, which, if necessary, may be brought before the School Board for further decision-making.
3. This policy will be in effect for students while on school property and during all school activities and trips. It will also include any incidents that happen away from school if the incident affects PCS' welfare, management, and order. The consequence for violators depends on the nature and severity of the offense. The Principal and the Early Childhood Director will make the final decision.

Attendance Policy

School attendance is taken every morning after the 8:30 bell rings. If students are not in their classrooms at this time, they will be considered tardy. If students are not at school by the end of the first period, a half day of absence will be counted. If they are not at school by the beginning of fourth period, a full day of absence will be counted. The school day starts at 8:30 a.m. and dismisses at 3:20 p.m. on Monday, Wednesday, Thursday, and Friday, and at 2:30 p.m. on Tuesday. Parents/guardian may bring students to school no earlier than 8:00 a.m. and are encouraged to pick them up within twenty minutes after dismissal.

Discipline Policy

A Christian philosophy of education calls for the whole child to be holistically educated—spiritually, socially, emotionally, mentally, and physically. PCS students come to see Jesus on a daily basis as they are discipled as God's image-bearers. As stated in Scripture and realized in life, we have a sin nature, which continually needs to be addressed. The Bible speaks of both "the image of God" and the sinfulness of all humans. Thus, spiritual mentoring, modeling, godly self-discipline and Christ-like expectations (Galatians 5:22-23) are integrated into each day's environment, helping students see, experience, and live Christ-centered lives. This requires understanding authority and discipline. As the Christian-walk means living under God's authority, so, too, students live under their parents' authority, and, when at school, under PCS' and teachers' authority. When authority is misunderstood, there are disciplinary effects. God's children experience His love and discipline when they disobey, which is true at school, as well.

Discipline strategies <u>not</u> permitted at Pathway include corporal punishment, punishment causing humiliation, fear, pain or physical discomfort, locking or leaving children alone in an area, using mechanical restraints, and the use of verbal abuse, threats or disrespectful remarks about a child or her/his family. When possible, classroom teachers will use redirection to avoid conflicts from occurring.

When conflicts arise, teachers will facilitate conflict resolution between the parties involved. Instead of employing physical aggression, children will learn to use words to resolve their quarrels. When children can share their concerns with others involved, they are better equipped to solve their own problems. We work to develop a strong rapport with each child, speaking to children calmly, especially during redirections.

1. Pathway Christian School is not a correctional institution; consequently, we ask that children not be enrolled with the idea that the school will "reform" them. **We are here 1) to work *with* the home, not to take the place of the parent(s), and 2) to encourage students in personal responsibility.**
2. When students' attitudes or behavior on school grounds are not in accord with school policies or principles, students will be placed on probation (a two-week period for change to occur). If the teacher and Principal feel the situation has not changed at the end of two weeks, parents will be notified to withdraw the child/children.

Missing Child Policy

To prevent lost or missing children, staff will conduct frequent name-to-face checks and count children regularly, especially while outdoors or on field trips.

Prevention:

- A staff member will be responsible for performing a "sweep" of areas that children are leaving to be sure no child is left behind. Such areas include restrooms, playgrounds, classrooms, vehicles, etc.
- Staff will identify and implement specific systems for the speedy recovery of missing children during off-site field trips by utilizing the same-colored shirts OR requiring children to wear matching bright tags provided by Pathway.

  If it is determined that a child is missing, lost, or abducted, the staff in charge of the group will do the following:
- The lead teacher will immediately notify the police/sheriff, the Office Administrator, Principal, parents/guardian, and the HHS Child Abuse Hotline by Iowa state regulations of the location where the child was last seen and provide a description of the child and what he/she was wearing.
- All additional staff will begin a sweep of the area where the child went missing.
- Staff will include the child's description and his/her last known location to all required agencies.
- A completed and signed incident report will be stored in the child's file. HHS will be notified of the incident within 24 hours, as needed.

Policy on Complaining

1. All new students are admitted on probation for the first six weeks. At all times, students must conduct themselves in a manner of becoming mature Christians. Complaining is not tolerated. If the child goes home griping about a policy or discipline, please do the following:

- Realize that your child's report is emotionally biased and may not include all information. There are always two sides to every story.
- Realize that the school has reasons for rules, which are enforced without partiality.
- Support the school and contact the teacher for all of the facts. Please give faculty and staff the benefit of the doubt.
- In the desire for parents and teachers to work together, the teacher will discuss the situation with the parents that day, if possible. Since a face-to-face meeting is best, such meeting will take place after the school day is over.
- The desired resolution is that the teacher and parents will agree upon proper and appropriate responses to the student's behavior.

2. When students' attitudes or behavior on school grounds are not in accord with school policies or principles, they will be placed on a probation period at the discretion of the Principal, with input from the classroom teacher.

School Closing Policy

During inclement weather, the PCS Principal will determine whether the school shall be closed or delayed. News of school closure shall be communicated via TV stations KCRG channel 9, KGAN channel 2, 101.9 KNWS FM radio, KCII radio, and WhatsApp.

Strangulation Policy

Eliminating strangulation hazards further ensures the health and safety of children in our care.

● Strings and cords (such as those that are parts of toys and those found on window coverings) long enough to encircle a child's neck are not accessible to children.

● There are NO loops or knots on blind cords.

- All cords will be taped tight and stored out of children's reach.
- Dramatic play clothes:
  - Straps/handles on purses/bags are removed or shortened.
  - When dramatic play items such as ties, scarves, necklaces, or boas are being used, staff will directly supervise the children using them.
- Lanyards:
  - Typically, children are not permitted to wear lanyards while in our care. In special cases in which a lanyard may be permitted to provide a child oral stimulation in a child over four-years-old, the lanyard will be a breakaway lanyard.
  - Staff lanyards must be break away.

Supervision Policy

An important part of maintaining a safe environment is ensuring that we are adequately supervising the young children in our care. Teachers are to be actively engaged with children.

In the classroom:

- Teachers spread out on both sides of the classroom to ensure that all areas of the classroom are being supervised.
- Teachers must always maintain teachers-to-students ratio in the classroom. Pre-K (K4) ratio of 1:12 with a capacity of 15 students.
- If a teacher needs to leave to use the restroom at a time other than established breaks, the teacher should use What's App to communicate with administrators and request coverage.

During restroom breaks:

- Students using school restrooms should be supervised by a teacher standing in the hallway.

During mealtimes:

- Teachers are highly encouraged to sit down and eat with the children; however, if this is not possible, at least one staff member must stay at the meal table with the children to ensure that all children are eating safely.

During rest times:

- Break times are limited in order to reduce staff ratio during rest time for up to one hour. Ratio cannot be broken for more than this amount of time. This hour of time should be taken as soon as the children are down to rest, in order to ensure that the ratio can be maintained once children begin waking up. The staff member in the classroom during rest times needs to walk around checking on children every 15 minutes during rest time to ensure that every child is safe.

During transitions/care routines:

- One classroom staff ensures that the large group of children is properly engaged in a group-transition activity (song/dance/etc.) while the other staff member aids individual children in their activities. Staff may call the administrators to help with difficult transition times.

During Outdoor Play:

- Staff spread out around the playground, actively engage with children, and supervise their zones.
- Staff circle around outdoors to provide maximum supervision of the entire playground.

Leaving the school grounds:

- When leaving the school grounds, we will split children into small groups at half the ratio size for their age group. To help maintain the ratio when 1:1 attention is taken from a staff member, we will have no fewer than one additional adult on these trips.

Near bodies of water:

- Children under five are never permitted to be around large bodies of water while in our care.
- When teachers are doing on-site activities involving buckets of water, touch supervision must be maintained near any bucket of water. Touch supervision means the adult is within arm's length

from the bucket of water and any child who is participating. Pools are not permitted on school grounds.

Training:

- In addition to new-staff orientation and training week, we will conduct a supervision observation within the first 30 days of employment to ensure that staff are properly supervising children. Annual follow-up observations will be conducted, as well.
- Direct coaching will be provided by the Early Childhood Director for staff who need additional support in supervision.

Withdrawal Policies

If, for some reason, parents deem it important to withdraw their child from PCS, it is highly recommended that they consult with the teacher to work out any problems other than the family's moving out of the area. Parent(s) may choose to withdraw their child at any time, although the school desires a seven-day notice of withdrawal**.** If a seven-day notice is not given, a five-hundred-dollar fee will be assessed. At the time of withdrawal, a refund will be given for any pre-paid tuition, but not for any fees or other expenses paid. Upon request from the receiving school and the parents, the student's transcripts will be transferred via mail, fax, or e-mail.

PROCEDURES

Communication

Good communication is necessary for the success of PCS and for its students. In keeping with the Biblical principle of Romans 12:18, *"If it is possible, as much as depends on you, live peaceably with all men."* PCS teachers and administration foster an open line of communication with parents/guardian and expect them to exhibit the same openness to promote peace between school and home. Everyone is expected to use only language that glorifies the Lord. Language which includes, but is not limited to, bad mouthing other students and staff, name calling, and swearing will not be tolerated.

The best way to communicate with PCS teachers is by phone, email, or text, if the teacher agrees. The school email is pathwaychristian1978@gmail.com and the phone number is 319.656.5443. Individual teachers may choose to provide their personal phone numbers or their direct email address, although this is not a requirement. Parent(s) should expect to leave messages for teachers during the school day and know that the teacher will respond to such messages as soon as their schedules allow. This will help to keep interruptions and distraction at a minimum during the school day. If it is necessary to reach your child during the school day, parent(s) should call the school and leave a message with the office. If it is an emergency situation, parent(s) should make it known, and the situation will be handled appropriately.

Forms of Communication:

1. Website—The PCS website contains the school calendar, sporting event schedules and other important information. (http://www.pathwaychristian.net/)
2. Newsletter—A weekly electronic newsletter will be produced by PCS' Office Administrator and sent by email to parents. The newsletter will be used to inform parent(s) of upcoming events, reminders of needs, schedule changes, hot lunch and chapel participation.
3. Conferences—Parent-teacher meetings are scheduled at the opening of school and after the first and third quarters to discuss student performance.
4. Parent-to-Teacher Communication—PCS expects that any and all means of communication from parents to PCS teachers/staff will be conversations characterized by kindness, gentleness, humility, compassion, and patience, recognizing that a sinful nature is within all.

Dress Code

1. Purpose—The purpose of our school's uniform policy is to help create an environment of modesty, neatness, and professionalism. The uniform policy is not intended to measure spirituality, but rather to serve as a tool in fostering students' character development by 1) growing in godliness as we are being conformed to the image of Christ; 2) understanding the reality and importance of authority structures in the workforce and all of life; 3) working in an optimal learning environment free of distractions; and 4) meeting PCS' mission and vision. (Romans 12:1-2; 1 Corinthians 6:19-20; 10:23- 33; Ephesians 5:1-2; Colossians 3:12-17)

2. Policy—Students shall be modestly dressed and are expected to maintain a neat, professional appearance. The required polo shirts are to be **in uniform color** of light blue, white, or black. Navy or khaki pants should be well-fitting—not too big or too small. Girls may wear polo dresses in a uniform-approved color, as well as skirts and jumpers in navy or khaki. For elementary students, spandex or some form of leggings (if visible) are required underneath skirts or dresses and must be in a uniform-approved colors. Pathway attire sweatshirts/hoodies may be worn. Zip-up or button-up sweaters are also permitted in light blue, white, black, or gray, without prints unless they feature Pathway's logo. Shoes must be closed-toed, suitable for all school activities, and worn throughout the day. Hair must be clean, trimmed, and kept in natural colors. Jewelry and makeup may be worn in moderation and not be distracting. Tattoos must remain fully covered at all times. All students are expected to be in proper uniform attire at all times during school days.

3. Extra-curricular Dress—Periodically students will have "casual-attire days" and may wear jeans and t-shirts, provided they remain neat and appropriate in appearance. Jeans must be well-fitting and free of rips and holes. T-shirts may feature appropriate prints but should not display offensive language, images, or themes that contradict Pathway's values. Hats are not permitted to be worn in the classroom. Students who participate in athletics are allowed to "dress up" for game days, which means students are expected to dress in attire more formal than the daily dress code. Students are expected to wear their uniforms for field trips unless otherwise permitted by their teacher or administration.

All teachers and administration reserve the right to deem if an article of clothing does not fit within the dress-code standard. If students do not meet this standard, they will be asked to change into appropriate attire. If a student does not have a suitable replacement outfit, the school may provide alternative clothing for the day. Repeated offenses may result in disciplinary action, including a meeting with parents or further consequences as determined by the administration.

Emergency Procedures

Evacuation routes are posted in the event of a fire/tornado. PCS' Early Childhood Department practices monthly fire and tornado drills. Daily attendance and location of children will always be known. We utilize a Crisis Management Plan for emergency situations. All crisis events include detailed plans related to specific scenarios. Staff are trained to understand each plan and have unlimited access to the Crisis Management Plan for review purposes.

Appendix A: Child Health Form

Infant, Toddler, Preschool Age (including Kindergarten entry)
Child Health Form

HEALTH PROFESSIONAL COMPLETE PAGE

Date of Exam: _____

Height/Length: _____ Weight: _____
BMI - starting at age 24 mo.: _____
Head Circumference age infant to 2 yr._____
Blood Pressure - starting age 3 yr.: _____
Hgb or Hct 12 mo.: _____
TB testing completed (if high-risk child)
Lead Risk Assessment: _____
Blood Lead Level at 1 yr. & 2 yr.
Date _____ results _____

Sensory Screening:
Vison Assessment: _____
Vision Acuity: Right eye _____ Left eye _____
Hearing Assessment: Right ear___ Left ear___
Tympanometry (may attach results)

Developmental Screening/Surveillance:
(n = normal limits) otherwise describe
Developmental screening results:
Autism screening results:
Psychosocial/behavioral results
Developmental Referral: ☐ Yes ☐ No

Exam Results: *(n = normal limits) or describe*
HEENT
Oral/Teeth Date of Dental exam: _____
Oral Health/Dental Referral: ☐ Yes ☐ No
Heart
Lungs
Stomach/Abdomen
Genitalia
Extremities, Joints, Muscles, Spine
Skin, Lymph Nodes
Neurological

Allergies: _____
☐ No known allergies

Child's Name: _____
Date of Birth: _____ Age: _____

Immunization (signed and dated):
check as indicated
☐ HHS Certificate of Immunization
☐ HHS Certificate of Immunization Exemption (Religious or Medical)
HHS Provisional Certificate of Immunization

Health provider authorizes the child to receive the following at child care:

Name and Dosage
☐ Diaper cream/ointment:
☐ Fever or Pain reliever:
☐ Sunscreen:
☐ Other
Prescribed Medication should be listed with written instructions for use in child care. Medication forms available at https://hhs.iowa.gov/programs/programs-and-services/child-care/hcci

Additional Referral made:
_____

Health Provider Assessment Statement:
☐ Child may participate in developmentally appropriate early care with ***NO*** health-related restrictions.
☐ Child may participate in developmentally appropriate early care ***with these restrictions***
_____
☐ The child has a special needs care plan
Type of plan _____
Please complete care plan and give to parent/guardian for child care, templates available at https://hhs.iowa.gov/programs/programs-and-services/child-care/hcci

May use stamp

Signature _____
Circle Provider Type
MD DO PA ARNP Chiropractor
Address: Telephone:

AAP Recommendations for Preventive Pediatric Health Care (Bright Futures 2025) https://www.aap.org/en/practice-management/care-delivery-approaches/periodicity-schedule/ 470-0221 (09/25) HCCI 08152025 Page 1

Appendix B: Emergency Medication Authorization

Emergency Medication Authorization

Attach Child Photo

Child Name: _____ DOB: _____

Child Known Allergies:

Parent/Guardian Permission to give emergency medication:
I give my permission for the early care and education (ECE) program to give the following emergency medication(s) to my child. This permission is for 12 months from my signature date unless revoked:
Parent/Guardian Signature: _____ Date _____

Date:	Name of medication on the label:	Medication dose on the label:	Time (frequency):	Route of medication on the label:	Reason medication needed:	Required storage*: ☐ Refrigerate ☐ Do Not Freeze ☐ Room Temperature ☐ Away from Light
☐ Child's emergency action/care plan has been reviewed and is attached	Possible side effects: (information available at https://medlineplus.gov/druginformation.html)					Medication Expiration Date: _____

*Important! Emergency medications should be stored inaccessible to children but unlocked readily available to supervising caregivers/staff. Emergency medications and child's emergency action/care plan should be available onsite (both indoors and outdoors) as well as during transportation and field trips.

Parent/Guardian Completes Page 1