



LITTLE PIRATES

2025-26

Before/After & Preschool Wrap
Around Child Care Handbook



School Board Approved: 09/15/2025

Welcome to Alburnett Little Pirates! We are thrilled to partner with families to provide a safe, nurturing, and enriching environment for your child. This handbook is designed to be a comprehensive guide to our policies and procedures. Please read it carefully and keep it for future reference.

Our Mission

The Alburnett Community School District's mission is to provide educational opportunities that enable students to become confident, competent, and responsible contributors to society. The Little Pirates program is an extension of this mission, providing experiences that allow each child to make the best use of their natural curiosity and guide their intellectual, physical, emotional, and social growth. We believe that all children are unique individuals and have a right to learn within a safe, healthy, and secure environment.

Hours of Operation:

- Wrap-Around Care:
 - Monday - Thursday: 11:30 AM - 5:30 PM
 - Fridays: 7:00 AM - 5:30 PM
- Before School Care:
 - Monday - Friday: 7:00 AM - 8:20 AM.
- After School Care:
 - Monday - Friday: 3:20 PM - 5:30 PM
- Preschool Hours:
 - Monday - Thursday: 8:20 AM - 11:30 AM
- Additional Friday Inservice Days:
 - 7:00 AM - 5:30 PM

Staffing:

- Principal - Bailey Wright; bwright@alburnettcsd.org 319-842-2261
- Associates:
 - Wrap-Around Care: Adeline Vawter
 - Before School Care: Hayley Lawrence
 - After School Care: Nicci Miles
 - We will staff with additional high school student employees as needed to maintain appropriate ratios.

Arrival & Departure

To ensure the safety of all children, we have specific procedures for arrival and departure.

- **Drop-off:** Parents will not be allowed to enter the building. Your child will be greeted by a staff member at a designated drop-off location. Drop-off will take place in the main parking lot at the elementary entrance.
- **Dismissal:** Parents/caregivers are expected to pick up their child at the appropriate time from the designated dismissal area. Pick ups taking place at school dismissal (3:20-3:30) will take place in the main parking lot. Pick ups taking place after 3:30 PM will take place

in the back parking lot near the greenhouse. Parents are required to sign students out using the Brightwheel app.

- **Authorized Pick-up:** For the safety of your child, no child will be released to anyone without written authorization from a parent or guardian. Please notify the staff in writing if your child is to be picked up by someone else.



Holiday & Weather Cancellations

- **Holidays:** Our program will be closed on all school holidays observed by the Alburnett Community School District. A calendar of these dates will be provided at the beginning of the school year.
- **Weather Cancellations:** If the Alburnett Community School District closes due to inclement weather or cancels classes, the Little Pirates Child Care program will also be closed. We follow the school district's decision for the safety of our students and staff. Please check local news and school communication channels for announcements. Notification will also be sent via the Brightwheel app.

Registration, Payments, & Rates

- **Registration:** Students need to be registered to participate in the program. Contact Bailey Wright (bwright@alburnettcsd.org) to register. Drop in offered if slots are available.

- **Payments & Rates:** We strive to offer quality, affordable care. Rates are per child.
 - **Preschool Wrap-Around Care:**
 - \$130/week (Monday - Friday)
 - \$22.50/day (Monday-Thursday) if only certain days are needed
 - \$40/day (Friday) if only Friday is needed
 - Please communicate via the Brightwheel app on Fridays which days are needed on the following week
 - **Before/After School Care:**
 - \$60/week
 - \$12/day if only certain days are needed
 - Please communicate via the Brightwheel app on Fridays which days are needed on the following week
 - **Payment System:** Alburnett Community Schools families can use Brightwheel to pay invoices that are sent on a weekly basis. Parents can utilize automatic payment or pay as invoices are sent. Payment by cash or check can be dropped off in the District Central Office.
- **DHS Child Care Assistance:**
 - Child Care Assistance is available for families that qualify. You may check to see if you qualify online at <https://ccmis.dhs.state.ia.us/clientportal/> The Application can also be submitted online or you can contact the school for an application.

Center-Based Activities & Programming

Our program is designed to meet the individual needs and interests of each child through a variety of engaging, play-based activities including social emotional development, motor skills, cognitive skills, creative expression, and exploration. All activities are age appropriate.

Center Based Programming	Activities
Guided Art Projects	Coloring with markers, crayons, and colored pencils
Create your own Art	Puzzle art, stencil art, stampers, paint, cutting, gluing and more
Sensory Activities	Sand, play dough, clay, corn table
Games	Trouble, Guess Who, Checkers, and more
Block Activities	Blocks, magnetics, people figures, legos and more
Floor Activities	Grocery Store, marble maze, farm animals, cars, kitchen set and more
Quiet Activities	Reading, math tubs, reading center, fine motor activities
Large Motor Activities	Outdoor play and gymnasium for running, climbing, swinging, balancing, etc.

Movement & Music	Hula hoop play, freestyle dancing, rhythms, musical beats and more
Language	Adult read-alouds, finger plays, nursery rhymes, vocabulary rich conversations and more
Math	Number sense activities, matching, patterns and more

Health & Safety Information

Your child's health and safety are our top priorities.

Please refer to the [Child Illness and Exclusion for Child Care Settings from Iowa HHS Public Health](#) document.

- **Emergency Contact:** Please ensure all emergency contact information is up-to-date in your child's file.
- **Medication:** All medication must be provided to the school nurse or authorized staff with a completed medication authorization form.
- **Health Forms & Immunizations:**
 - An Infant, Toddler, and Preschool Age Child Health Form must be completed and on file for each child.
 - We require all students to meet the Iowa immunization requirements. A Certificate of Immunization or a Religious Exemption form must be submitted.
- **Safe Environment:** Our classrooms are designed to be physically and emotionally safe spaces.
- **Student Behavior/Discipline:**
- **Discharge:** We reserve the right to terminate enrollment if we feel the presence of a child is a detriment to our environment or if policies are breached. This could include, but is not limited to:
 - Inability of a child to follow our programming rules
 - Child is a threat to other children, self, or staff
 - Three written major behavior reports in a 3-month period or less
 - Failure to provide updated information as needed to maintain current file
 - Failure to pay child care fees when services are rendered
- **Late Pick Up Fee:**
 - Students must be picked up by 5:30 p.m, no exceptions. If a student is picked up after 5:30 p.m. more than one time, a \$15 fee will be assigned per each late pick up thereafter.
- **Major Behavior Report Warnings:** Three written major behavior reports in a 3-month period or less
 - 1st warning- write-up and conversation with parent/guardian
 - 2nd warning- write-up, conversation with parent/guardian, suspended from Little Pirates Daycare for 1 week
 - 3rd warning- write-up, dismissal from program

- **Biting:** Biting is unfortunately not unexpected when toddlers are in groups. It is upsetting to families, children, and caregivers when biting occurs. Biting can occur for a variety of reasons, most of which are not linked to behavior issues. The Little Pirates Daycare Program does not focus on punishment for biting rather effective techniques that address the specific reason for the biting.
 - When biting occurs, these are our three main responses:
 - Care and help for the child who was bitten.
 - Give immediate attention and, if necessary, first aid to children who are bitten. Put ice on a bite if the child is willing. If the skin is broken, clean the wound with soap and water. If children are bitten on the top of their hands and the skin is broken, we recommend they be seen by a health care provider.
 - Biting is documented on our incident report form which is completed and signed by a teacher and director. It must also be signed by the parent.
 - One copy is given to the parents and the other copy kept in the incident report section of the child's file.
 - When biting occurs frequently a letter will be sent home to the parent. Sample letters are available from the Director.
 - Help for the child who bit so that he/she learns other behavior.
 - Disapproval of biting (not child) is expressed strongly. If biting is recurring, teachers will develop a plan of specific strategies, techniques, and timelines to address the biting. This plan will be reviewed with the parent of the child who bit.
 - Biting is documented on our incident report form which is completed and signed by a teacher and director. It must also be signed by the parent. One copy is given to the parents and the other copy kept in the incident report section of the child's file.
 - The name of the child who bites will always be kept confidential.
 - Examination of our program to decrease biting incidents.
 - When biting is recurring and there are multiple children who are biting. The teachers with one of the directors will evaluate the program and room design to determine if there are modifications that can occur to decrease the biting incidents. The teacher will keep a log of when and where biting occurs to help with this process.
 - Resources are available to teachers in the director's library and resource library regarding biting and implementation strategies.
- **Snacks/Food Options:**
 - Little Pirates Daycare will provide a snack during wrap around and during after school day care.
 - For each child with special health care needs, food allergies, or special nutrition needs, please provide the program with an individualized care plan prepared by the child's health care provider. Families should provide doctor documentation if a child should have an intolerance or food allergy. Children with food allergies shall be protected from contact with the problem food. With family consent, the

program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day. Program staff will keep a daily record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provide parents with that information.

- **Emergency Drills:**

- Tornado and fire drills will be scheduled monthly in accordance with DHS regulations and correspond to the ones held by Alburnett Community School. Evacuation routes are posted throughout the building. We follow the Alburnett Community School Districts Crisis Plan, which is available through the District Office.

- **Student Files must include the following:**

- Emergency contact form: authorization for emergency medical/dental procedures, parent information, and emergency contacts
- Physical
- Release information: Travel, picture, and records
- Pick-up permission form
- Medication Authorization form

Access Policy

Access Policy: Little Pirates Daycare is responsible for preventing harm by ensuring the safety of children while they are under our care. Little Pirates staff will be proactive and diligent in supervising not only the children, but also other people present at the facility.

1. Our facility does not allow any person who is not a 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.)

2. 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, Director, Alburnett CSD employees, and parents/custodians of the children enrolled in our program. Any other person on the property will be closely supervised and monitored by one or more of our staff 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 onsite supervisor will be responsible for the supervising and monitoring unless another staff member is requested by the director to fulfill this responsibility. If there is a conflict of interest, the Director, onsite supervisor or authorized staff member will fulfill this responsibility.

3. Any persons who are listed on the sex offender registry shall only have access with written permission from the school principal relating to their own minor child coming to and leaving the

facility. If written permission is granted it shall include the conditions under which the sex offender may be present, including:

- The precise location in the facility where the sex offender may be present.
- The reason for the sex offender's presence at the facility.
- The duration of the sex offender's presence.
- Description of how staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.

The written permission shall be signed and dated by the school principal and sex offender and kept on file for review by the center-licensing consultant.

Confidentiality

Staff members must use discretion in their conversations with parents and other staff. Personal matters about parents, children, or staff remain with those people and should never be discussed with other staff members, parents, or around children. Any breach of confidentiality will result in disciplinary action.

Continuous Notice of NonDiscrimination

It is the Policy of the Alburnett School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and in its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the superintendent.

This is a general handbook and specific details may vary. For the most accurate and up-to-date information, please contact the Alburnett Community School District or the Little Pirates program principal directly.

Parent & Student Handbook Signature Page

2025/2026 Alburnett Community School District Little Pirates staff thanks you for the opportunity to care for your child(ren). Please sign off on this page and return to Mrs. Wright after you have read the handbook carefully.

Child(ren)'s name(s) _____

*I (we) have read and understand the handbook as outlined. I agree to abide by the specifics outlined in this handbook.

Parent Signature _____ Date _____

Parent Signature (Optional) _____ Date _____