



*Dubuque Dream Center Academy*

**SCHOOL POLICY HANDBOOK**  
FACILITIES, SAFETY, AND FINANCE

MAY 2025

Dream   
Academy  
DUBUQUE DREAM CENTER



# Table of Contents

<b>3</b>	<b>Dubuque Dream Center Academy</b>	<b>30</b>	<b>Building/Vehicle Inspection Policy-Property and Equipment</b>
<b>Safety and Facilities</b>		<b>31-32</b>	<b>School Grounds-School Facilities Rental</b>
<b>4-5</b>	<b>Child Abuse Policy</b>	<b>33-34</b>	<b>Transportation/Vehicle Insurance-Vehicle Use</b>
<b>6</b>	<b>Accident Policy</b>	<b>Finance Policies</b>	
<b>6-7</b>	<b>Accident Policy and Medication Policy</b>	<b>35-36</b>	<b>Finance Policies General</b>
<b>8-10</b>	<b>Vaccination and Wellness Policy</b>	<b>37</b>	<b>Financial Checks, Balances, and Principles</b>
<b>11</b>	<b>School Nurse, Health Records, Head Lice</b>	<b>38-39</b>	<b>Internal Controls</b>
<b>12</b>	<b>Head Lice/Concussion</b>	<b>39</b>	<b>Purchasing and Credit Card Usage</b>
<b>13</b>	<b>Concussion</b>	<b>40</b>	<b>General Money Handling Practices and Guiding Principles</b>
<b>14</b>	<b>Cleaning Policies and Procedures</b>	<b>41</b>	<b>Confidentiality Practices for Tuition Payers, Donors, Financial Aid Recipients, Timely Receipt Practices Policy, Confidentiality of Financial Records, Internal Materials Produced by Employees</b>
<b>15</b>	<b>Nutrition and Food Service Policy</b>	<b>42-43</b>	<b>Tuition Policies</b>
<b>16</b>	<b>Nutrition and Food Service, School Closings, cancellations, postponements, dismissals, Attendance</b>	<b>43</b>	<b>Returned checks and returned bank card charges</b>
<b>17-18</b>	<b>Safety-Anti Harassment/Anti-Bullying Policy</b>	<b>44</b>	<b>Retention of Records, Tuition Expulsion, Dream Makers Tuition Assistance</b>
<b>19</b>	<b>Accommodations for Children with Special Needs</b>	<b>45</b>	<b>Meal Payment Policies</b>
<b>20-21</b>	<b>Visitor/Pickup and Drop Off Policies</b>	<b>45</b>	<b>Cell Phone and Personal Electronic Device Policy</b>
<b>21</b>	<b>Pickup and Drop Off Policies-Noncustodial Parents-Field Trips</b>	<b>46</b>	<b>Supervision and Playground Space</b>
<b>22</b>	<b>Prohibited</b>		
<b>23</b>	<b>Employee Required Training-Code of Conduct</b>		
<b>24-25</b>	<b>Restrooms Policies, Inside Recess, and Student Records</b>		
<b>26-29</b>	<b>Confidentiality and Crisis Management</b>		

# DUBUQUE DREAM CENTER ACADEMY

The Dubuque Dream Center Academy, located at 1600 White Street, Dubuque, IA, was previously owned and constructed by St. Mark's Lutheran Church in 1901. The building was newly constructed and used as a private school for the parish (in 1959), several years prior to the purchase by the Dubuque Dream Center Academy in 2013. In 2021, the Dubuque Dream Center began a complete building renovation and completed the renovation in January 2022.

The Dubuque Dream Center Academy completed their visional construction to maintain the building to be used as a school. The building has a total of 25,000 sq. feet. The top floor has a completely renovated gymnasium with new court floors, hoops, scoreboards, water fountain, stage, and bleachers. There are two entrances/exits to the gymnasium from both the front stairwell and the back stairwell.

The second floor was completely renovated and holds 1 set of girls' restrooms with 3 stalls and one set of boys' restrooms with 3 stalls and 3 urinals. Each of these are located on opposite sides of the hallway and are completely renovated and updated. In the middle of the hallway, a newly constructed ADA restroom was added and completed in January 2022. This ADA restroom meets ass codes and requirements.

There are 4 large classrooms on this floor and 2 small offices. All classrooms have been completely renovated in the 2021-2022 renovation. This level also has a new water fountain, as well as new hallway floors and wall tiles. There are two entrances/exits to this floor.

The first floor was completely renovated and holds 1 set of girls' restrooms with 3 stalls and one set of boys' restrooms with 3 stalls and 3 urinals. Each of these are located on opposite sides of the hallway and are completely renovated and updated. In the middle of the hallway, a newly constructed ADA restroom was added and completed in January 2022. This ADA restroom meets ass codes and requirements.

There are 4 large classrooms on this floor and 2 small offices. All classrooms have been completely renovated in the 2021-2022 renovation. This level also has a new water fountain, as well as new hallway floors and wall tiles. There are two entrances/exits to this floor.

The lower level of the building holds the kitchen and cafeteria, which both have been completely renovated in the 2021-2022 renovation. It holds 1 set of girls' restrooms with 3 stalls and one set of boys' restrooms with 1 stall and 3 urinals. Each of these are located on opposite sides of the cafeteria. There are three entrances/exits to this floor.

Additionally, the building has a newly constructed elevator which can access each of the 4 levels in the building, as well as the entrance, which has a newly constructed ramp on the north side of the main entrance of the building. On the north side of the building, there is a newly constructed playground area which is fenced in, has a large green space, as well as basketball courts. There is ample parking in front of and on sides of the building.

## 100.0 HEALTH AND WELL BEING:

### 100.1 Child Abuse Policy

Reporting of Suspected Child Abuse, Neglect or Exploitation, the Dream Center Academy will report to the Department of Human Services, as required by state and local laws, of any instance where there is reasonable cause to believe that child abuse, neglect, or exploitation may have occurred. Failure to report any suspected case of abuse could result in revocation of the Dream Center Academy license, immediate termination, or suspension of employment and/or individuals could be criminally charged for failing to report.

The Dream Center Academy employees must participate in two hours of training on mandatory reporting of child and dependent adult abuse within the first six months of employment and every five years thereafter to comply with licensing requirements.

Section 232.69 of the Iowa Code requires that every employee of a licensed day care or preschool facility who, in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, mental injury, child prostitution, denial of critical care, bestiality in the presence of the child, manufactures a dangerous substance or is in possession of a dangerous substance shall immediately report the suspected abuse directly to the Department of Human Services.

Section 232.70 of the Iowa Code requires that each report made by a mandatory reporter, as defined in Section 232.69, should be made both orally and in writing.

The oral report must be made by telephone or otherwise to the Department of Human Services. If the person making the report has reason to believe that immediate protection of the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency. The written report must be made to the Department of Human Services within 48 hours after the oral report.

By law, the oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish: a. the names and home address of the child and his parents or other persons believe to be responsible for his care; b. the child's present whereabouts if not the same as the parent's or other person's home address; c. the child's age; d. the nature and extent of the child's injuries, including any evidence of previous injuries; e. the name, age and condition of other children in the same home; f. any other information which the person making the report believes might be helpful in establishing the cause of the injury to the child, the identity of the person or persons responsible for the injury, or in providing assistance to the child; and g. the name and address of the person making the report.

Legal sanctions for failure to report are as follows: Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor. 2.

Any mandatory reporter who knowingly fails to report is civilly liable for damages 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 child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without release required in other situations (Legal Reference 232.73).

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

**To Report Child Abuse Anytime, Call: TOLL FREE STATEWIDE (1-800-362-2178). You may call collect.**  
**What is child abuse and neglect?**

- Physical abuse (Legal definition – Iowa Code 232.68 (21)) - “any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as a result of the acts or omissions of a person responsible for the care of the child.”
- Possible Indicators – frequent injuries explained as “Accidents,” unusual bruises, welts, burns, fractures, or bite marks.

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

## **Possible Indicators**

- Torn, stained or bloody underclothing
- Experiences pain or itching in genital area
- Has venereal disease
- Cluster of behaviors, including poor relationship with other children, appears withdrawn, engages in delinquent acts, or runs away
- Denial of Critical Care (Legal definition – 232.68 (2c)) – “failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child’s health and welfare when financially able to do so or when offered financial or other reasonable means to do so.”

## **Possible Indicators – (Occurring in patterns)**

- Child is often not clean, is tired, has no energy
- Clothes are dirty or wrong for the weather
- Comes to school without breakfast, no lunch money
- Seems to be alone too often.
- Child may be demanding or unusually shy; behind developmentally for his/her age in physical, emotional or intellectual development
- Children left alone, and not old enough to handle this responsibility

## **Abuse Allegations against an Employee**

If an employee is being investigated for an abuse allegation by DHS, D.D.C. administration will take the following steps:

- Cooperate with and review the allegation statements with the DHS investigator.
- Take action concerning the employee’s work status. The specific action will depend on the individual situation but will likely fall within one of the following options:
  - The employee may continue working during the allegation investigation, with or without modification to job duties/responsibilities.
  - The employee could be suspended with pay until the investigation is complete.
  - The employee could be suspended without pay until the investigation is complete.

## 100.2 Accident Policy

The Dream Center Academy employees are trained in First Aid and CPR. If a child becomes injured the following steps will be taken:

1. An employee will assess the injury
2. First aid will be administered as needed.
3. If there is a serious injury, staff will assess the need to call 911 and notify a parent or guardian.
4. If the injury is more than a minor bump or bruise, the Dream Center Academy will make the decision to notify a parent or guardian.
5. The teachers will complete an accident report about the injury and the care given.
6. In the event of a dental emergency the child's dentist and parents will be contacted immediately. Emergency medical services may also be called if needed.
7. Accident/Incident reports are completed to document any incident that occurs at the Dream Center Academy or as part of the Dream Center Academy activity that has the potential to leave a mark on the child's skin or if a mark is noticed during the day and an explanation has not been discussed between the parent and the teacher/coach when the child arrives at the Dream Center Academy .

The Dream Center Academy will make every effort to report injuries but when students play or participate in an activity not every injury is reported by the student or noticed by the teachers/staff. The parents will be asked to sign the report and retain a copy. The original is kept at the Dream Center Academy in the student's file.

### First Aid Kits

The Dream Center Academy maintains at least one readily available first aid kit wherever children are in care or in stations. This includes one for field trips, outings, competitions, or events away from the school. In addition, a first aid kit will be in each vehicle that is used to transport children to and from the Dream Center Academy.

Each kit will be a closed container for storing first aid supplies, accessible to employees at all times but out of reach of children. First aid kits will be restocked after use, and an inventory will be conducted at least monthly.

### Emergency Healthcare Need

Upon enrollment or diagnosis, children who have special health care needs such as food allergies, seizures, or asthma must have an emergency action plan completed by their healthcare provider on file. The action plan will be updated at least annually. The Dream Center Academy employees are trained in First Aid and CPR. If a child becomes seriously ill the following steps will be taken:

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

### Medical Emergencies

The enrollment packet contains all the health forms that are required and is kept in each individual child's confidential file.

Parents are responsible for reporting to The Dream Center Academy any changes to these health forms when they occur. Parents will be asked to update these forms at least annually. The packet includes:

- Names, phone numbers, and addresses of the child's physician and dentist
- Name of the local hospital the child should be taken to in the event of an emergency
- Consent to obtain emergency medical care, along with current insurance information

### **When an immediate response is required the following emergency procedures will be utilized:**

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

### **100.3 Medication Policy: (form is in child health folder google docs)**

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

### **Over the Counter Medication:**

Must come in the original container and must not have expired. Medication must have a written dosage for the age of the child being given the medication. If the bottle states it is for 2 years and older you must have a physician statement of dosage for children younger than 2 years. If you have any questions about this, please see the Academic or Program Coordinator.

### **Prescription Medication:**

The prescription medication must be taken to The Dream Center Academy in the original labeled prescription container. For long-term medication, do not send more than one month's supply.

Parent permission forms must be signed prior to administering the medication. We will not give medication with verbal permission. Permission forms must be renewed every 30 days. We will not supply any medications such as Tylenol or teething gel.

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

The Dream Center Academy will take extra precautions and assessments before agreeing to administer Prescription Medications. We advise all parents/guardians to administer Prescription Medications outside of The Dream Center Academy.

# Health and Vaccination Policy

## 100.4 Health Records & Vaccination Policy:

- A current physical record or health assessment • A current immunization record that meets Iowa's immunization laws for childcare documented on an Iowa Immunization Certificate is required for all children in our care including Hepatitis B. Parents must update their child's immunizations in our records as the child receives them.
- The Dream Center Academy requires that each child have a routine physical at least annually by the child's healthcare provider that includes the administration of required immunizations.

### Health Records

Records pertaining to medical needs are maintained in (name of . Parents are asked to provide medical information such as health conditions, allergies, or medications electronically during registration. Parents may view health records at any time on the ( Infinite Campus)Parent Portal. Routine screenings, such as hearing and vision screenings, will be announced in the Home Bulletin. Parents wishing to not participate in certain screenings must notify the school nurse.

### Immunization Policy

The Dubuque Dream Center Academy will meet the standards set by the Iowa Department of Public Health. Children enrolled must comply with the immunization laws of the State of Iowa, or their parents are required to sign a statement if immunization is contrary to their religious convictions. It is the responsibility of parents to do all within their power to maintain the health of their children, for the welfare of others at school. The head of school or principal will not allow a child who is not compliant with the required immunization schedule to attend classes or any other school activities. School personnel will complete, coordinate, and maintain the records required by the State of Iowa in regard to prevention, control, and containment of communicable diseases in schools.

Students with medical or religious exemptions on file may be excluded from school and school activities during an epidemic or emergent outbreak of communicable disease, as determined by the head of school or principal or the state board of health.

Students are required to have the following immunizations before enrolling at DDCA. Exceptions can be made by the head of school or principal for families who present a medical or religious exemption certificate to the school.

Diphtheria/Tetanus/Pertussis	Polio
Measles/Mumps/Rubella	Hepatitis B
Varicella	
Meningococcal and Tetanus/Diphtheria/Pertussis (entering 7th grade)	

Immunization records will be audited within the first 6 weeks of school. Parents will receive notification if their students do not have the required immunizations. A provisional form will be granted, giving parents 60 calendar days to fully immunize their students or to begin a series of immunizations, as needed. If, after the 60 calendar days, documentation has not been provided to the school, the students will be excluded from school and all school activities.



# Vaccination and Wellness Policy

## **Students with the following conditions may be permitted to attend:**

- Students with the following respiratory illnesses may be asked to stay home to recover but may return to The Dream Center Academy following recovery. These illnesses include - the common cold, croup, bronchitis, pneumonia, respiratory syncytial virus (RSV) and otitis media (ear infection).
- Children who are carriers of an infectious disease in their stool or urine that can cause illness, but who have no symptoms. Exceptions include Shigella or Salmonella typhi.
- Children with conjunctivitis (pink eye) who have a clear, watery eye discharge and do not have any fever, eye pain, or eyelid redness.
- Children with a rash, but no fever or change in behavior.
- Children with cytomegalovirus (CMV) infection, parvovirus B19, HIV or carriers of Hepatitis B.
- Shingles (herpes zoster), children shall keep sores covered by clothing or dressing until sores have crusted.
- Children with influenza may return to The Dream Center Academy when the child feels well enough.
- Children with Methicillin-resistant Staphylococcus aureus (MRSA) do not need to stay home as long as the wound is covered, and drainage is contained.
- Children who have ringworms. Children with ringworms should not go to the gym, swimming pools or play contact sports. Treatment may take at least four weeks.
- Children with viral meningitis may return to The Dream Center Academy when the child feels well enough.

## **Part II: Exclude Children with Following Conditions**

To ensure the overall health and safety of all the children, we ask that you not bring your child to The Dream Center Academy if one or more of the following exists:

- The illness prevents the student from participating comfortably in The Dream Center Academy. activities in all classes.
- The illness results in a greater need for care than teachers/staff can provide without risking the health, safety, and supervision and instruction of other students.

## Vaccination and Wellness Policy Cont

- The child has one of the following, unless medical evaluation by a health care professional indicates that you can include the child in the The Dream Center Academy activities:
  - Fever, accompanied by behavior changes or other signs or symptoms of illness until medical professional evaluation finds the child able to be included at the facility.
- Symptoms and signs of possible severe illness like:
  - Lethargy that is more than expected tiredness,
  - Uncontrollable coughing,
  - Unexplained irritability, fussiness, or persistent crying
  - Difficult breathing
  - Wheezing
  - Other unusual signs for the child.
- Blood in stools not explainable by dietary change, hard stools, or medication that may cause gastrointestinal damage such as ibuprofen, naproxen, or aspirin.
- Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines that the cause of the vomiting is not contagious, and the child is not in danger of dehydration.
- Persistent abdominal pain (continues more than two hours) or intermittent pain associated with fever or other signs or symptoms.
- Mouth sores with drooling, unless a health care provider determines that the child is noninfectious.
- Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
- Erythema infectiosum (5th Disease), keep child at home if fever is present.
- Pink eye (conjunctivitis) with purulent discharge (defined as pink or red conjunctiva with white or yellow eye discharge), child may go back to The Dream Center Academy when all symptoms are gone.
- Scabies, until after the first treatment
- Tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend care.
- Impetigo, until 24 hours after the child started medicine from the health care provider.
- Strep throat or other streptococcal infection, until 24 hours after antibiotics are started.
- 15) Varicella-Zoster (Chickenpox), until all sores have dried and crusted.

- Pertussis, until five days of appropriate antibiotic treatment have been completed or 21 days of cough if no antibiotics are given.
- Mumps, children can go back to D.D.C. five days after start of symptoms or until symptoms are gone, whichever is longer.
- Hepatitis A virus, until one week after the start of symptoms.
- Measles, until four days after onset of rash. • Rubella, until six days after onset of rash.
- Herpes simplex, children with herpetic gingivostomatitis, an infection of the mouth caused by The herpes simplex virus, who do not have control of oral secretions, shall be excluded from The Dream Center Academy. Children with mild cases who do have control of their mouth secretions may not have to be excluded.
- Meningitis (bacterial), child may return to school 24 hours after starting antibiotics.

The Dream Center Academy will notify the Dept. of Public Health when a child or employee has a diagnosed reportable illness. The list of reportable illnesses can be located at:

[wwwn.cdc.gov/nndss/conditions/notifiable/2017](http://wwwn.cdc.gov/nndss/conditions/notifiable/2017)

### Part III: Illness or Injury while in The Dream Center Academy

If a student becomes ill while at The Dream Center Academy and it is determined that the student should be excluded:

- Call 911 if appropriate.
- Conduct First Aid or CPR steps if appropriate
- Contact immediately the parent, legal guardian, or other person authorized by the parent
- Care for the student apart from other students
- Students will be cared for by Academic Center or Program Coordinator until parents arrive.
- Give appropriate attention and supervision until the parent picks the child up
- Give extra attention to hand washing and disinfecting surfaces
- Use Universal Precautions
- An illness or Incident report will document the onset of the illness or Incident

**100.6 Injury/accident report form: (form is located in child health folder in docs)**

## 100.7 School Nurse

The school nurse is available daily. It is the responsibility of the school nurse to oversee any health procedures to be administered to students at school. Parents are responsible for informing the school nurse of the procedures and for providing the equipment required. The school nurse will work with families and teachers to provide a safe and healthy learning environment for each individual student.

## 100.8 Health Records

Records pertaining to medical needs are maintained in each child's secure file in the nurse's office. Parents are asked to provide medical information such as health conditions, allergies, or medications during registration. Parents may view health records at any time by contacting the school nurse. Routine screenings, such as hearing and vision screenings will be announced via email. Parents wishing to not participate in certain screenings must notify the school nurse.

## 100.9 Head Lice

The Dream Center Academy is committed to providing a safe and healthy environment for our students. The Dream Center Academy will comply with the Centers for Disease Control and Iowa Department of Public Health recommendations for managing head lice (pediculosis).  
Background: Head lice are a common community problem. Many families will experience a head lice infestation at some point during their child's school years. An estimated 6-12 million infestations occur each year in the United States, most commonly among children ages 3-11 years old. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.  
Education:

1. The Dream Center Academy will distribute to all faculty and staff annual communication regarding procedures for responding to head lice infestation.
2. The Dream Center Academy will distribute to all students and parents annual education regarding prevention of and recommended treatment for head lice infestation.

## Procedures:

1. If one or more students are identified with head lice in a classroom, parents of all students in that classroom will receive a general notification.
2. All students in that classroom will be screened for head lice by the school nurse or other staff, as available.
3. Siblings of students with head lice will also be screened along with their classmates, if needed.
4. Parents of students with head lice infestation will be notified and provided educational materials on treatment protocols.
5. Parents may pick the child up to begin treatment immediately, but the student may not be excluded from attending school. After being treated, students should be welcomed back on the next school day.
6. Parents are responsible for treating the head lice and combing out the nits. If this creates a hardship and parents are unable to complete this process, parents should contact the school nurse for support.

## Frequently Asked Questions:

1. Should the school be routinely screening students for head lice? - Current evidence does not support classroom or school-wide screening as a method to stop head lice transmission. Parents should be encouraged to regularly screen their children for lice. It should be assumed that head lice are in the community and schools at all times.
2. Does the classroom require special cleaning procedures? – Head lice do not live “off” the body. The head louse must maintain a constant warm temperature. Only ordinary cleaning, vacuuming, and washing in hot water is needed. Do not use chemical sprays on such items as audio/video headsets, tables or mats, carpets, upholstered chairs, school bus benches, or bed linens. Sprays and other chemicals can be potentially harmful, since they can be absorbed through the skin and are irritating to the lungs of some asthmatics.

# Head Lice Cont-Concussion Policy

3. Should the student be required to be free of active lice and nits before returning to school? - Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that “no-nit” policies should be discontinued. “No-nit” policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:

- Many nits are more than 1/4 inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as “casings”.
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families, and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.

## Concussion Policy

All coaches and the school nurse are trained in identifying concussions.

### Purpose:

The Dubuque Dream Center Academy is committed to providing a safe environment for our students. DDCA will comply with Iowa Code 280.13C requirements for managing concussions.

### Background:

Any blow to the head or body can cause a concussion. Common symptoms may include headache, dizziness, nausea, or other signs. A student with a concussion is also at risk for a condition called Secondary Impact Syndrome. This condition occurs when a person receives a second injury to the head while still recovering from a concussion. Most concussions are short-lived and do not cause permanent injury. However, symptoms may last from a few days to several months or longer and may interfere with school, work, sports, and social life.

### Education:

1. DDCA will distribute to all faculty, staff, and coaches annual communication regarding responding to possible student head injuries, communication of events, and students’ potential need for accommodation during recovery.
2. DDCA will distribute to all students and parents annual education regarding prevention of, recognition of, and recovery for concussions.
3. Prior to the beginning of each athletic season, each coach will complete the free, online training at <https://headsap.cdc.gov/>. Certificate of completion must be turned into the director of athletics.
4. Athletes and their parent/guardian will be required to read and sign the CDC Concussion Information Sheet. This signed form will need to be returned to school before the student can participate in extra-curricular, competitive sports.

### Procedures:

The following is our procedure for students who receive a blow to the head during school day activities, including recess and physical education:

1. The student will be removed from any ongoing physical activity, including recess or physical education. Ice can be applied to the affected area of the body.
2. The student will be evaluated for signs or symptoms of concussion. Evaluation will be performed by the school nurse, if available. If the nurse is not available, another staff member will evaluate the student. The student should be observed for a minimum of 30 minutes.
3. If the student shows no symptoms, the Instructions for Parents Following a Student’s Head Injury form and CDC Fact Sheet for Parents will be sent home with the student so parents may observe for any developing symptoms. The student may return to classroom activities the same day. If the student develops no symptoms, he/she may return to physical activities the following day.



4. If the student shows symptoms, parents will be contacted and encouraged to have a healthcare provider evaluate their child for concussion. If symptoms appear to be worsening, parents should be encouraged to seek immediate medical attention for their child. Instructions for Parents Following a Student's Head Injury instructions and CDC Fact Sheet for Parents will be sent with the student.

**The following is our procedure for students who receive a blow to the head during an extra curricular, competitive sport practice or game:**

1. If the coach suspects a player may have received a concussion due to a blow to the head or body, the athlete will be removed from play.
2. The coach will assess the player for any signs or symptoms of a concussion using the Concussion Recognition Tool 5.
3. Even with no symptoms, the player should not return to play on the same day.
4. If the athlete has any symptoms, they may not return to play until evaluated and released by a healthcare provider. If symptoms are worsening, medical attention must be sought. The coach or delegate will notify parents as soon as possible to have their student evaluated.
5. The coach will fill out the Instructions for Parents Following an Athlete's Head Injury form and give it to the parents along with the CDC Fact Sheet for Youth Sports Parents.
6. The coach will communicate these events with the school nurse and the director of athletics to ensure the student receives appropriate medical release before returning to other physical activities such as physical education or recess.

**Documentation:**

For students who receive a blow to the head during school-day activities, the school nurse will enter a record of events on (Infinite Campus)

For students who receive a blow to the head during an extra-curricular, competitive sport practice, or game, written documentation of events will be written by the coach on the Instructions for Parents form and sent home with the student. A copy of this documentation must be provided to the school nurse.

**Return-to-Learn:**

Students may require individualized support as they recover from the injury and return to the learning environment. If a student demonstrates difficulty returning to the learning environment, it may be necessary to have a collaboration between the student, parents, and educators to consider adjustments suggested in the Concussion Management Guidelines for Iowa Schools, produced by the Iowa Department of Public Health and the Iowa Department of Education.

# Cleaning Policies and Procedures

## 100.10 Cleaning policies and Procedures:

The Dream Center Academy uses the following cleaning schedule to maintain a clean facility:

1. Daily cleaning
  - a. Countertops, tables, floors, doors, and handles.
  - b. Carpets and large rugs (vacuumed daily, carpet cleaning as needed).
  - c. Sanitize utensils, surfaces and equipment for all activities.
  - d. Sanitizes toilets, sinks, faucets daily or more often if needed.
  - e. Sanitize food preparation and service surfaces before and after use.

### 2. Weekly cleaning

- a. Uniforms/practice attire (uniforms are cleaned more often as needed).
  - b. All materials, towels, and equipment as needed.
  - c. Sanitize coat rack areas, storage spaces, etc.
3. Additional cleaning and maintenance will be done as needed and all cleaning schedules may vary according to need and soiling.

## 100.11 Handwashing Policy

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

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

## Hand Washing Assistance

Teachers/staff will provide guidance and practice opportunities to students to review proper handwashing techniques. Students will either use a child size sink or stand on a safety step at a height that allows the child to reach the running water if needed.

## Situations that Require Hand Washing

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

- Upon arrival for the day
- Handling food or eating any meal
- Before and after the following situations:
  - Feeding a child
  - Using the restroom
  - Giving medications
  - Playing in water that is used by more than one person (swimming pools)
  - After All sports, music & performing arts, field trips, games all activities.
  - Handling bodily fluids ( .g. mucus, blood, vomit, sneezing, open wounds or sores)
  - Handling uncooked food (especially raw meat and poultry)
  - Handling animals
  - Cleaning or handling the garbage
- Playing outdoors

# Nutrition and Food Service Policy

## **100.12 Nutrition and Food Service Policy (CACFP Participant) :**

The Dream Center Academy serves breakfast, lunch and snacks each school day during the school year. The Dream Center Academy kitchen staff prepares all of the meals and snacks to meet the State of Iowa's Child & Adult Care Food Program (CACFP) standards and represent different cultures.

All children are encouraged to try each food on their plate. If a child does not like something or is not hungry, a clean plate is not mandatory, and the child is not forced to try something that they dislike.

Children are not rushed to finish their meal and food is never withheld as a disciplinary tactic. Menus are posted on the Dream Center Academy website and posted at the entrance of the school. Serving times are consistent with daily schedule.

Snacks and treats for special events and birthdays need to be store purchased and individually packaged. Please see the teacher before sending a birthday cake or cupcakes for birthdays.

A doctor's note must be provided to serve milk other than those specified, and it must meet the nutritional guidelines of the Child and Adult Food Program.

Parents will inform the teacher/staff of dietary changes and fill out the required paperwork for documentation.

### **Iowa CNP lunch program**

The head of the school or Principal shall develop administrative policies and procedures ensuring a quality food service.

The school lunch program will undergo an Administrative Review every year, as required by the Child Nutrition division of the Department of Education. All Iowa CNP guidelines will be followed pertaining to the school lunch program.

All employees of the school lunch program shall receive regular training pertaining to civil rights, hazard analysis and critical control points, and standard operating procedures.

## **USDA and The Dream Center Academy Nondiscrimination Statement**

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

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

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

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## **Nutrition and Food Service Cont-School Closings, cancellations, postponements, dismissals-Attendance**

### **Dietary Modifications**

If dietary modifications are required based on a child's medical need, the Dream Center Academy will modify or supplement the diet on a case-by-case basis in consultation with the parents and the child's health care provider. Any meals brought by the parents must meet all the nutritional requirements for the intended meal and any leftovers will be discarded every day. For any questions concerning meals brought from home please contact the Kitchen Manager. In addition, food will only be given at your child's scheduled mealtimes. Children with special dietary needs will need an Allergy Action Plan completed by the physician on file.

### **100.13 School closings, cancellations, postponements, dismissals:**

Announcements made for school closings, cancellations, late arrival and early dismissal will be made via parent mass text as well as parent email on file. The Dream Center Academy will post on their social media sites as well.

### **Inclement Weather/Blizzard**

When the area is experiencing inclement weather and/or blizzard conditions, The Dream Center Academy puts the safety of the children and employees above all else. If a snow or ice storm starts while The Dream Center Academy is open, parents will be contacted to pick up their children early or at a designated time. As a rule, The Dream Center Academy does not close as inclement weather approaches. However, we will close if it is determined that weather conditions will not allow. The Dream Center Academy to achieve mandated adult to child ratios and/or will not allow us to keep the driveways and sidewalks clear and safe for walking. The decision as to whether to close is made by 6:00am. If the weather is bad or questionable and you are wondering if The Dream Center Academy is closed, please call The Dream Center Academy before leaving home.

The automated phone system, our Facebook post, and website will indicate if The Dream Center Academy is closed. If the system is busy, keep trying because many employees and parents will be checking.

### **100.14 Attendance and make up days (mandatory 180 days per year required):**

To meet the Iowa education requirements of 180 days of instruction per calendar year, The Dream Center Academy will follow these guidelines:

1. A yearly school calendar will be approved and posted by May 1st for the following school year.
2. Each school year there can be 5 Virtual Learning Days that take place of cancellation due to weather related.
3. If, for any reason during the school year, a school day is canceled, that day will be added to the end of the school year. All parents and staff will be notified of any extension of the school year.



# Safety-Anti-Harassment/Anti-Bullying Policy

## 101.0 SAFETY:

### 101.1 Technology Acceptable Use and Internet Safety Policy:

Students will not be given any passwords for personal use of Wi-Fi access of the Dream Center Academy. All computers/iPad/etc. will be pre-signed into the network.

The Dream Center Academy provides e-mail, computers, Internet, fax machines, telephone, and voice mail systems to the staff. These electronic systems are school property and are in place to enable staff to do their jobs efficiently and productively. These systems are not totally private and confidential. Even though many of them are password-protected, it is still possible for others to access the systems used. It is important to note that The Dream Center Academy reserves the right to intercept, monitor, copy, review, access and download any communications or files that are created or maintained on these systems for purposes of security.

Compliance with Center policy and for any other business reason as provided by law. Staff should have no expectation of privacy when using any of these systems. The Dream Center Academy also reserves the right to monitor, search, review, and access all business-related communications through an employee's own technology devices, accounts, and resources, or through a third-party service provider, as needed for compliance with policies. Downloading or uploading information from the Internet (other than by authorized personnel for legitimate business reasons) is restricted.

Staff must seek approval from your supervisor before downloading or uploading outside information to your computer. Downloading programs, software, graphics, or pictures of any kind is prohibited as they may carry computer viruses or may violate the school's license agreement.

In addition, these systems must not be used in ways that may be disruptive, offensive, or harmful to others or in ways that conflict with any of the school's policies, including Equal Employment, Harassment, Confidentiality and Security policies.

Violation of these policies will lead to corrective action. E-mail is not to be used to send jokes, graphics, pictures or other comments that may be discriminatory, harassing, or offensive to others, or to send material that defames an individual, school or business, etc. Inappropriate use of any school communication system will be grounds for corrective action, up to and including termination of employment.

### 101.2 Anti-Harassment/Anti-Bullying Policy

The Dream Center Academy is committed to providing a place that is free of discrimination, harassment, bullying and other offensive behaviors.

All staff and students are expected to support this commitment by treating everyone they interact with, both internally and externally, in a way that is consistent with both the intent and spirit of this policy. Respectful behaviors include being courteous and considerate of others, working cooperatively and maintaining confidentiality.

In line with this commitment, The Dream Center Academy prohibits discrimination or harassment of its staff, students, or third party for any reason including, but not limited to a person's: race, creed, color, religion, sex, age, national origin, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by law.

This policy applies to applicants for employment, all employees including temporary workers or independent contractors, the Board of Directors, students, parents and any other person associated with The Dream Center Academy, including business partners, customers, and visitors. It applies not only to the school during normal business hours, but also to all social functions, whether on or off the school premises, and school-related travel.

## Anti-Harassment/Anti-Bullying Policy Cont

This policy extends to all school-related interactions, whether in person, via telephone, in writing or through electronic communications such as e-mail, text messages, instant messages, blogs, electronic conferencing and social media postings regardless of whether they are made through a computer, cell phone, pager or other electronic device or medium.

Harassment includes any unwelcome behavior that is offensive, abusive, threatening, intimidating, humiliating, or degrading to another individual. The behavior can be verbal, written, visual, or physical and can arise out of in-person or electronic communications. While harassment may be based on protected class status, other offensive behavior that impairs morale, and interferes with work effectiveness, including jokes and teasing, are also prohibited by this policy.

One type of harassment is sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects or interferes with an individual's work performance, or creates an intimidating, hostile or offensive school environment.

Sexual harassment includes unwelcome sexual behavior by either men or women toward either men or women. It also includes sex-based harassment directed at someone because of their gender. Examples of sexual harassment or other harassing or offensive behaviors include, but are not limited to:

- sexual and other offensive jokes told in person or through any electronic device,
- sexual innuendo, language or images sent through texts, instant messages, e-mail or other electronic device ("sexting"),
- intimidation, sabotaging, physical assaults, or threats,
- slurs, epithets, or name calling,
- posting offensive messages on social media sites,
- unwelcome sexual flirtations, advances, or propositions,
- ridicule, mockery, insults, or put-downs told in person or through any electronic device
- physically displaying or sending discriminatory, sexually suggestive, or other offensive objects or

pictures, including photos, posters, calendars, graffiti, drawings and cartoons or language, including jokes, through any medium, including electronically, in person, interoffice mail, or any other manner,

- interference with work performance,
- leering, staring, unwelcome touching or physical closeness, and
- using Center-provided electronic devices (including computers, pagers, and cell phones) to view, display or distribute pornography or other offensive content.

No one will be denied or given employment or education opportunities based on going along with or rejecting sexual advances or any other behavior prohibited by the policy. Staff or students who report harassment or who assist in the investigation of a complaint of harassment will not be subject to retaliation, intimidation, or reprisals of any kind. Any staff member or student who engages in these behaviors against another staff member or student because of a complaint under this policy will be subject to corrective action.

Any individual who has experienced or observed harassment or offensive behavior by anyone, should feel free to ask the person to stop at once if they feel comfortable in doing so. All staff members and students, however, must report the behavior to their lead teacher, counselor, Head of School, Principal, or any other member of the admin team, even if they intend to respond to the person themselves.

Reports of offensive behavior and harassment will be promptly investigated in a discreet manner, as possible. Anyone found to have violated this policy will be subject to corrective action, up to and including termination of employment or enrollment.

By working together, The Dream Center Academy will be a positive, respectful and productive learning environment for everyone.

## **101.3 Accommodations for children with special needs:**

The Dream Center Academy. believes in providing opportunities to everyone that may have some special needs requirements providing reasonable accommodations.

The Dream Center Academy will require a copy of a care plan such as IFSP or IEP to determine the needs of the child and necessary preparation. Often children will not have a diagnosed need therefore, The Dream Center Academy. will work closely with the child's physician, health consultant, AEA, and therapists. All policies and procedures remain the same including our policies for misconduct.

Once a care plan has been established, the plan will be written, reviewed, and updated annually or as necessary to address changes. The plan will be maintained with the child's confidential records.

## **Student to Staff Ratio Best Practice and Model**

The Dream Center Academy seeks to apply Best Practice models to influence staff retention and student impact. This requires providing livable and competitive wages to qualified staff and low student to staff ratios 's for student impact. The Dream Center Academy believes in providing opportunities to everyone including children that may have some special needs requirements providing reasonable accommodations.

The Dream Center Academy will require a copy of a care plan such as IFSP or IEP to determine the needs of the child and necessary preparation. Often children will not have a diagnosed need therefore The Dream Center Academy will work closely with the child's physician, health consultant, AEA, and therapists. All policies and procedures remain the same including our policies for misconduct.

Once a care plan has been established, the plan will be written, reviewed, and updated annually or as necessary to address changes. The plan will be maintained with the child's confidential records.

## Visitor/Pickup and Drop off Policies

### 101.4 Building Visitor policy and release of students

Only people who have been granted access to The Dream Center Academy secure building are permitted to move about the building without an escort. This may include all employees, authorized pick-up persons, authorized professionals who are working directly with specific children and some vendors. Anyone else will be escorted through the facility by a Dream Center Academy staff member. All adults, including parents and authorized pick-up persons, are monitored by a Dream Center Academy staff member. Children are always supervised by sight and sound.

#### Visitor Access

One of our primary goals is to provide a safe learning environment for all our students. Our school does not allow any person into the facility that is not a staff member or volunteer who has had a record check and approval to be involved with students 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 student or is directly responsible for student programming.

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, The Dream Center Academy employees, volunteers, and parents/custodians of the children enrolled.

Any other person on the property will be closely supervised and monitored by one or more of the authorized persons depending upon the reason the person is on the property. “Supervision” will require one or more staff members to always remain with the person and “monitoring” will entail watching what the person is doing and controlling their access to the area where the children are present. The Head of School or Principal will be responsible for the supervising and monitoring unless another staff member is requested to fulfill this responsibility.

Any persons who are listed on the sex offender registry shall only have access with written permission from the Head of School or Principal relating to their own minor child coming to and leaving the Dream Center Academy and buzzing at the entry door. They must stop by the office to obtain assistance from the Head of School, Principal or administrative assistant to take their child to a station or locate their child and will remain at the school only for the time reasonably necessary to drop off and/or pick up their own minor child with supervision.

### 101.5 Pickup and drop off policy.

1. Without exception, everyone who enters and exits The Dream Center Academy must use the sign-in/sign-out procedure. The authorized person will enter through the main office and get buzzed in to check the child in/out when entering the building.
2. Individuals authorized to take a child who is receiving care in the facility out of the facility’s supervision are listed in the child’s file along with that person’s contact information, and relationship to the child.
3. No child will be released to anyone who is not positively identified by the School Secretary
4. At pick up the authorized person will pick up the student from the main office
5. Students being picked up by parents will not be released from the school without a parent/guardian or authorized adult coming into the school and signing out the child.
6. When a child is enrolled at The Dream Center Academy forms are provided for parent/guardians to list at least two local people, other than the parent(s), who has permission to pick up the child. No other person(s) will be allowed to pick up a child unless written or verbal permission is given. Parent(s) may add or remove names from this list at any time in writing.
7. NOTE: Children will not be allowed to leave the school with someone who is under the age of 14.
8. If a child will be picked up by someone listed on the registration form, The Dream Center Academy would like to be notified verbally or in writing as to who will be coming but the child will be released to anyone listed on this form even without prior notification.



## Pickup and Drop off Policy Cont-Noncustodial Parents-Field Trips

9. When someone arrives at school. To pick up a child, the secretary may ask for a photo I.D., if the person identifies themselves as someone listed on the registration form but is not recognized by staff. If the photo ID verifies the name of someone listed on the registration form, then the child will be released to that person.

10. If someone arrives at school to pick up a child and they are not listed on the registration form, and The Dream Center Academy has not been notified verbally or in writing that this person is to be picking up the child, the child will not be released until permission can be obtained and identification can be verified.

11. As The Dream Center Academy staff get to know and recognize family members and friends, those individuals will not always be required to show a photo ID. They should, however, always be prepared to show a photo ID if a new employee does not recognize them.

12. Staff are always encouraged to ask for photo identification from anyone picking up a child that the employee does not recognize. That may at times include parents.

### 101.6 Noncustodial Parents

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

Concerning student activities that require parental consent, the school will not accept consent from a parent if the school has been provided with a court order or comparable legal document that indicates such parent lacks such authority.

Parent-teacher conferences will be scheduled for all parents, at their request, and report cards and records of other assessments will be sent to all parents, at their request, unless a court order or comparable legal document indicates a different arrangement.

Tuition statements will also be provided to all parents, unless a court order or comparable legal document indicates a different arrangement.

### 101.7 Field Trips

A field trip is defined as a one-time trip between at least 2 Staff and at least 2 youth.

- Teachers should conduct a student count before transitioning students to van/bus.
- Teachers should be sure each student is wearing D.C. identification bands/shirts.
- Teachers should be sure each student is wearing a Pool Pass (when relevant)
- Teachers should document any allergies or medical conditions on attendance sheets.
- Teachers should secure bag that includes 1st Aid items and rosters.
- Teachers should organize necessary supplies for activities.
- Teachers should always have an awareness of the location of each student they are assigned to during any field trip or outing.
- Teachers should apply school Bathroom Policy standards on field trips.
- Teachers should maintain school Boundaries standards on field trips. Staff should apply the “hands off” policy. (example; staff should not throw students in water at pool sites; staff should not wrestle with students at parks, etc.)
- Students should comply with all rules provided by the field trip site.
- Students should school Behavior Expectations at all field trip sites.

## 101.8 Prohibited

### Weapons:

The Dream Center Academy strictly prohibits weapons of any type at school-owned or leased buildings, school-owned or leased cars and at any school-sponsored events. This includes visible or concealed weapons, even if licensed to carry the weapon. This policy applies to all school employees, visitors, students and vendors.

Prohibited weapons include any form of weapon or explosive that is illegal under federal, state or local laws. This includes but is not limited to, all firearms, knives with blades over 4", explosive devices or any other weapons that could be used to threaten, harass, intimidate, injure or cause harm to another individual. Exceptions to this policy include police officers or security personnel who are authorized to carry weapons. If you are aware of or observe a situation of potential or actual violence, you must immediately report it to the Head of School or Principal.

If you feel there is an immediate need to ensure someone's safety, including your own, you may contact law enforcement authorities directly. Supervisors have a responsibility to report any acts of violence or threatening behavior to the Head of School or Principal immediately.

The Dream Center Academy will investigate any complaint of violence promptly and thoroughly.

The investigation will be conducted confidentially to the extent possible in light of the circumstances involved. Employees/students who violate this policy will be subject to corrective action, up to and including termination of employment/enrollment.

### Drugs & Alcohol

It is the policy of The Dream Center Academy to maintain a place that is free from the health and safety-related consequences of drug and alcohol use and abuse. All teachers/staff/students are required to report to school in appropriate mental and physical condition. This requirement extends to students, employees, volunteers, and visitors.

This policy always applies, including school sponsored events. Personnel failing to abide by this policy are required to extinguish their smoking material, dispose of the nicotine/tobacco product, or leave the premises immediately. It is the responsibility of the admin. team to enforce this policy.

In consideration of workplace safety, you should notify your supervisor or Human Resources if you observe any violation of this policy.

Failure to comply with any part of this policy may result in corrective action up to and including termination/enrollment.

### Tobacco

The Dream Center Academy facilities and grounds, including school vehicles, are off limits for tobacco and nicotine use including, but not limited to cigarettes, cigars, chewing tobacco, stuff, vape, pipes, snus, electronic smoking devices and nicotine products that are not FDA approved for tobacco cessation.

This requirement extends to students, employees, volunteers, and visitors. This policy always applies, including school sponsored events. Personnel failing to abide by this policy are required to extinguish their smoking material, dispose of the nicotine/tobacco product, or leave the premises immediately. It is the responsibility of the admin. team to enforce this policy. In consideration of workplace safety, you should notify your supervisor or Human Resources if you observe any violation of this policy.

Failure to comply with any part of this policy may result in corrective action up to and including termination/enrollment.

# Employee Required Training-Code of Conduct

## 101.9 Employee required trainings:

The following are required trainings for all Dream Center Academy employees:

1. Universal Precautions
2. CPR/First Aid
3. Mandatory reporter
4. Essentials courses
1. USDA Training/civil rights Training (nellie)
2. Academic Center Training (Gabby)
3. Transportation Training (Cori)
4. Emergency drills Training (nellie/Cori)
5. Incident report/discipline Training (Cori)
6. Communication Training (Cori)
7. DC Tech system/docs training (Cori)
8. Employee Expectations and Evaluation Training (Cori)
9. Youth Character Development Training (Robert)
10. Updated Handbook highlights and signed copies (Racquel)
11. Harassment policy overview (Cori)
12. DC child Safety policies review (Cori)
13. Confidentiality overview Training (Cori)
14. Workplace environment training (Cori)
15. DC Parent Handbook overview (Racquel)
16. Cultural Competency Training (Robert)

## 101.10 code of conduct

It is the desire of The Dream Center Academy to provide the highest quality services available to our youth. Our commitment as a school is to create an environment for youth that is safe, nurturing, empowering, and which promotes growth and success for the youth and their families who participate in our school. To clarify our vision of how this will be accomplished, the Code of Conduct outlines specific expectations of teachers/staff as we strive to accomplish our mission together.

1. Students will be always treated with respect.
2. Students will be treated regardless of race, sex, age, or religion.
3. Teachers/staff will not swear or tell off-color jokes.

4. Teachers/staff will not discuss their sexual encounters with students or in any way involve students in their personal problems or issues.
5. Teachers/staff will not use or be under the influence of alcohol or illegal drugs in the presence of students.
6. Teachers/staff will not have sexually oriented materials, including printed or Internet pornography, in the presence of students.
7. Teachers/staff will not have secrets with students.
8. Teachers/staff should NEVER be alone with students in CLOSED AREA. Other adults must be present.
9. Teachers/staff/students will dress conservatively and avoid wearing provocative and revealing attire including midriffs, tank tops, halter tops, short shorts, or short skirts. Teachers/staff/students will not stare or comment on a student's body.
10. Teachers/staff will adhere to professional interaction and student development standards with students.
11. Teachers/staff will avoid affection that can be perceived as inappropriate. (side hugs are best practice)
12. Teachers/staff shall not abuse youth in any way including the following:  
Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraints.  
Verbal abuse: degrading, threatening, cursing.  
Sexual abuse: inappropriate touching, exposing oneself, sexually oriented conversations.  
Mental abuse: shaming, humiliation, cruelty  
Neglect: withholding food, water, shelter  
Any type of abuse will not be tolerated and will result in immediate dismissal from The Dream Center Academy. The school will fully cooperate with authorities if allegations of abuse are made and investigated.
13. Teachers/staff will report concerns or complaints about the school staff to the Head of School or Principal.
14. Teachers/staff who work at school may not have engaged in or been accused and convicted of child abuse, indecency with a youth, or injury to a youth.

# Restrooms Policies, Inside Recess, and Student Records

## 101.11 Restroom policies

- Students need to ask permission and the teacher/staff will only allow a limited number of students in the restroom at one time (typically limited to the number of stalls in the restroom).
  - Prohibit students from being in the restroom alone for extended periods of time.
  - Students need to be supervised in and around the restroom. If possible, teachers/staff should assign supervision according to gender (male teacher/staff with male youth).
  - Teachers/staff should not use the bathroom while youth are in there.
- If the teacher/staff is the same gender as the student, then:
1. The teacher/staff needs to go into the restroom alone to see if anyone is in there.
  2. If no one is in there, then the student should stay in the bathroom unsupervised.
  3. If there are other students in there, then the teacher/staff should stay in the restroom with the student and stand by the entrance door.
- If the teacher/staff is the opposite gender than the student, then:
1. Send the student in to see if anyone is there.
  2. If no one is in there, then the student should go back into the restroom unsupervised.
  3. If there are other students in there, then the student should wait until they are done before they enter.

## 100.12 Inside Recess

- Students will have recess in their classroom or in another assigned area during inclement weather.
- Students are to stay in their classroom and not be in the hallway.
- Students may play games, activities, etc. as provided by their teacher.
- The gym may be used by certain grades on a rotating schedule when it is available.

## 101.13 Student Records

Parents of students in the care of The Dream Center Academy may review their student's file and obtain copies of that file, within a 2-week prior request time frame.

The parent/guardian who is interested in reviewing records is requested to schedule a time to review the file with the Head of School or Principal.

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

1. Government officials who have the authority to review records. In connection with an emergency.  
Note: Student files are reviewed, and inappropriate or impertinent materials removed periodically.

### **DUBUQUE DREAM CENTER ACADEMY SYSTEM FOR PERMANENT RECORDS AND STUDENT INFORMATION SYSTEM:**

**Student records are a historical account of a student's education. The State of Iowa requires two kinds of student records: permanent and cumulative.**

1. All student intake forms/assessments shall be filled out and signed by parent/guardian. These forms will be double checked by the Business Manager.
2. All student intake forms/assessments shall be scanned and uploaded into the google docs folder for that year with a backup file.
3. All hard copies of each student's forms/assessments shall be placed in a locked file cabinet in the locked business manager's office. (files will be filed according to grade, then alphabetical order)



4. A copy of each child's medical records will be stored in a locked file cabinet in the locked nurse's office (files will be filed according to grade, then alphabetical order)
5. A copy of each child's meal form (USDA as well as allergy forms) will be stored in a locked file cabinet in the food service manager's locked office (files will be filed according to grade, then alphabetical order)
6. Permanent records are permanent. They must be kept permanently. The permanent record will serve as a historical record of official information concerning the student's education. The permanent record must contain evidence of attendance and educational progress, serve as an official transcript, contain other data for use in planning to meet student needs, and provide data for official school reports. This record is to be permanently maintained and stored in a fire-resistant safe or vault or can be maintained and stored electronically with a secure backup file.
7. Cumulative records may be kept for three years, as determined by the school. However, if the permanent records include cumulative records, the school must keep those cumulative records as well. The cumulative record shall provide a continuous and current record of significant information on progress and growth. It must reflect information such as courses taken, scholastic progress, school attendance, and physical and health record. It is the "working record" used by the instructional professional faculty in understanding the student. At the request of the receiving school, a copy of the cumulative record shall be sent to officials of that school if a student transfers.
8. Only employees with a substantial educational interest should have access to the student record. This includes allowable access to all online applications. The student's record must contain their legal name; however, if the student goes by another name, this may be noted in the record with an asterisk next to the preferred name. Directories, yearbooks, and classroom rosters may use the preferred name.
9. In the case of the closing and/or dissolution of the Dubuque Dream Center Academy, all student records will go to the Dubuque Community School District and be stored by the Dubuque Community School District personnel.

### Other student records:

1. Attendance Records—Daily attendance records must be kept by each homeroom teacher. The names of absentees must be entered no later than fifteen minutes after the beginning of the school day. This is done through Infinite Campus.
2. Cumulative Records—Each student has a cumulative record folder in the central office. Refer to them as needed; be familiar with their contents and use them to promote the growth of the child. Remember that teachers may work on student records outside of the office complex but that student records are never to be taken out of the building or left unattended. Teachers should use the sign-out sheet when removing a file from the office. Parents, upon request, may have access to their child's cumulative record.
3. Student Support Plans—Several students have support plans.
4. Report Cards—Report cards are sent to parents at the end of each trimester.
5. Medical or Emergency Information—Classroom teachers need to be aware of any medical or emergency information in a child's record. Classroom teachers also should pass on this information to support staff who deal with the child, the head of school, the principal, and the school nurse.

## 101.14 Confidentiality

- Confidentiality is maintained for all knowledge and information as described in the Confidentiality Agreement. To ensure confidentiality, all teachers/staff are required to review, confirm, and sign the Confidentiality Agreement.
- Confidentiality Agreement As an employee of The Dream Center Academy may be provided with confidential information regarding students. As an employee with need-to-know access to student information, I may have privileges to access confidential information about students and their families. Information may include, but is not limited to: social security number, email, date of birth, religion, marital status, salary and payroll information, home phone number and address, passwords, gender, ethnicity, citizenship, citizen visa code, veteran and disability status, educational challenges, and other personal, confidential information pertaining to the student and/or their family. Employees must review, confirm, and sign the Confidentiality Agreement.
- Employees agree: · To respect the confidentiality rights of every child who attends. The Dream Center Academy
- Not to disclose confidential information without proper authorization or other than when it is necessary to carry out job duties and is approved by the Head of School or Principal.
- Not to access, report on, extract, or disclose information that is not required in their normal job functions and responsibilities.
- Not to discuss or otherwise communicate any form of information concerning the care or condition of any student with unauthorized individuals.
- That confidentiality applies equally to verbal information and information stored in information systems (databases) and on paper records. Written or printed information will be stored in a secure place and/or disposed of with proper regard for Confidentiality, following all legal requirements related to the information in question.
- Failure to abide by the student confidentiality requirements may result in my immediate termination.

**Violations or suspected violations of the Confidentiality Agreement should be reported immediately to the Head of School or Principal.**

## 101.15 Crisis management plan

### Center Evacuation

In an emergency, the children and employees will remain in designated safe areas on The Dream Center Academy property unless instructed to leave by emergency personnel. The Dream Center Academy employees will evacuate the children from the building using the fire evacuation plan or we will follow the specific instructions from the public official who may be directing the evacuation. Transport of the children will occur only if it is unsafe to remain on the school property. If it is deemed unsafe to remain on school property, the children will be taken to Steeple Square southside of the school to await pick up by an authorized person.

If necessary, the children will be taken to another designated local school. A continual effort will be made to notify parents through cell phones and notification will also be made through local radio stations. Before leaving the school, the Head of School, Principal or Admin Staff on site will take the field trip first aid kit, emergency book, and a cell phone.

### Labeled Emergency Exits

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

### Access to Exits

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

### Fire/Fire Drills

Monthly fire drills are required and are utilized by The Dream Center Academy to train the employees and children how to respond quickly to a fire in an organized fashion. Fire escape routes are posted in every room with clearly marked maps and written instructions. Indirect care employees are assigned to help specific classrooms that have non-mobile children to evacuate the building. An administrator will check every classroom to make sure all children have evacuated safely.

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

In the event of a real fire, staff will be given further directions by the fire department or The Dream Center Academy Head of School or Principal on where to take the children. The Head of School or Principal will use the enrollment information and The Dream Center Academy Staff cell phones to contact parents if we are unable to return to the building. If able to connect to the text alert system, we will send a mobile message to families.

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

If a group is offsite at an activity, event, or field trip when an actual fire occurs, then a teacher/staff member would be designated to contact the group and keep them in a safe place until it is safe to return to the building.

### Tornado Drills/Severe Weather/Shelter in Place

Monthly tornado drills are required and are utilized by The Dream Center Academy to train the staff and children how to respond quickly to a tornado in an organized fashion. Designated safe areas are posted in every classroom with clearly marked maps & written instructions. Indirect care staff are assigned to help specific classrooms that have non-mobile children or children using adaptive equipment to move to their designated safe area. An administrator will check every classroom to make sure all children arrive in their areas safely.

The designated safe areas at The Dream Center Academy are the hallways surrounding the gym, interior rooms such as the restrooms and closets. The teachers and staff in each room need to check the instructions posted in their classroom to see which room has been designated as their safe area.

Tornado drills will be announced over the intercom. The statement staff and children will hear is, "This is a tornado drill. "At that time, the staff are to take the children, along with the attendance clipboard to their designated safe area. Everyone will remain in the safe area and sing children's songs or read books to keep the children calm until informed that the drill is complete. In the event of a real tornado, everyone will stay in the designated safe area until instructed that it is safe to come out and that weather conditions have improved. If the building has been hit by a tornado, children will be evacuated away from the structural damage and into the Jackson Park area as quickly as possible and follow instructions from emergency personnel.

If a group is at an indoor activity, event or field trip when lightning is sighted, or the city sirens initiate a tornado warning, staff will follow instructions at that particular site and will not leave that location. If a group is on an outdoor activity or field trips, staff will bring the children to the Dream Center Academy site or closest safe site.

## Earthquake

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

Children will be asked to squat in the doorways and hold onto the doorframe or each other. The adult should use encouraging words and remind the children to hang on even if objects would fall around them.

After the movement of the building and ground stops, staff will comfort and count the children. Children will be escorted outside to a safe area, either on the playground or a parking lot and remain outside until the building is checked for safety and stability. If transportation to a city designated as a safe area is necessary, we will use The Dream Center Academy vehicles to transport the children and staff.

## Flood

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

## Bomb Threat

If The Dream Center Academy should receive a bomb threat the following procedure will be followed:

- The staff member who answers the phone will listen to the caller very carefully and get as much information as they can by asking questions such as, “Where is the bomb?” and “What time will it go off?” They will pay close attention to the background noises during the call and determine whether the caller is a male or female, young or old.

- The building will be evacuated immediately and as quickly as possible, in an orderly manner.
- The call will be reported to the police department, and we will follow their instructions on where the children should be relocated to.
- Children’s parents will be contacted by using a mobile phone and emergency numbers.

## Chemical Spills

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

Chemicals are not to be stored in areas that are occupied by or accessible to students, such as classrooms or restrooms; they are stored in a secure, locked closet in the maintenance room. Spot inspections are performed periodically throughout the school year. These inspections ensure that storage shelving and locks are not in need of updates or repair. An annual inspection of classrooms, janitorial closets, and chemical storage rooms and cabinets is performed to ensure the integrity of chemicals and

1. Inspection and test of emergency equipment (e.g., eyewash stations and safety showers) as well as fume hoods and ventilation systems/exhaust fans at least on an annual basis. Maintenance staff are notified if safety equipment needs updates or repair.
2. Protocols for the upkeep of emergency equipment and the associated maintenance records are established.
3. The Dream Center Academy has an MSDS information binder for all chemicals on site (located in the maintenance room away from chemicals, as well as in the kitchen and main office file cabinet.)

4. Hazardous chemicals in the school are stored in accordance with MSDS specifications.

**The U.S. Environmental Protection Agency (EPA) recommends that only EPA-registered products be used. Only a sanitizer or disinfectant product with an EPA registration number on the label can make public health claims that they are effective in reducing or inactivating germs.**

### Power Failure

In the event the The Dream Center Academy loses all power, the school will utilize back up battery operated lights. The Dream Center Academy does not have a gas stove and therefore we would still be able to prepare food for the children and the children would be able to wash their hands & faces. If the utility company indicated that the power will be out for an extended period and we cannot keep the building at a comfortable temperature, we would close the school until the power is reinstated.

### Abduction

The Dream Center Academy has a policy that requires staff to report unfamiliar individuals that seem to be watching the program or asking about certain children that attend. If we notice individuals in a vehicle, we bring the children inside, lock the doors and call the police. (See Code Red)

If a child is abducted while attending our school either from the school, activity, event or while on a field trip a staff member will immediately report the abduction to police and call the child's parents. Staff members are instructed to attempt to get a physical description of the person abducting the child as well as a possible description of the vehicle, license number, and direction it appeared to be heading from. Administration would also notify the DHS Licensing Consultant of the abduction.

### Code Red/Lockdown

To protect all of the children that utilize The Dream Center Academy, we have a plan in place to reduce the chance of children being removed from The Dream Center Academy without authorization or from being harmed by an intruder. In any instance when we feel the safety of children is in question, the employees would be notified through our intercom system that Code Red is now in effect.

The following steps are followed during a Code Red:

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

### Inclement Weather/Blizzard

When the area is experiencing inclement weather and/or blizzard conditions, The Dream Center Academy puts the safety of the children and employees above all else. If a snow or ice storm starts while The Dream Center Academy is open, parents will be contacted to pick up their children early or at a designated time.

As a rule, The Dream Center Academy does not close as inclement weather approaches. However, we will close if it is determined that weather conditions will not allow The Dream Center Academy to achieve mandated adult to child ratios and/or will not allow us to keep the driveways and sidewalks clear and safe for walking. The decision as to whether to close is made by 6:00am. If the weather is bad or questionable and you are wondering if The Dream Center Academy is closed, please call The Dream Center Academy before leaving home. The automated phone system, our Facebook post, and website will indicate if The Dream Center Academy is closed. If the system is busy, keep trying because many employees and parents will be checking.

# Building/Vehicle Inspection Policy-Property and Equipment

## **101.16 Building and Vehicle inspections policy: (in google docs folder Facilities/Building- Inspections folder)**

Vehicle inspections are completed on a weekly basis and inspection copies uploaded into the google drive as well as in the file cabinet.

Building inspections are done monthly and copies located in the above places. There is a building inspection (safety, cleaning, etc.) completed daily.

## **102.0 PROPERTY AND EQUIPMENT:**

### **102.1 Center property:**

Teachers/staff/students may be provided with various Dream Center Academy property and/or equipment. Staff are responsible for always keeping the property in good working order and available for business use, as well as ensuring students respect school property as well. If any such property appears to be damaged, defective or in need of repair, you must promptly report this to the Head of School or Principal. All equipment and materials are to be used for The Dream Center Academy business during scheduled work hours only and must not be removed from the premises without the Head of School or Principal's approval.

### **102.2 Repairs/upgrades/renovations:**

Any additional repairs, upgrades, or renovation decisions (beyond budget line item) will be decided upon by the finance team as well as the board and only allowed if the budget makes it possible or a grant is obtained for it.

### **102.3 Outside use of property:**

The school facilities may not be used in ways that contradict or are inconsistent with Christian beliefs and the school's policies. This will be accomplished by placing statements on the rental agreement form where the renter needs to agree that they are in line with Christian beliefs and the school's policies. Priority for rental shall generally be given to organized groups that are part of the ministry, school employees and their immediate families, and immediate families who have at least one student enrolled in the school. The request must include a contract form to be filled out once approved.



## 102.4 School grounds upkeep

Quotes will be solicited annually for mowing and trimming, spring and fall cleanup, spraying, and snow and ice removal. Those individuals or businesses that are constituents of the school will be favored when issuing an agreement for services. The final decision on contracts will be made by the director of facilities, in conjunction with the head of the school or Principal.

Maintenance of playground equipment, the addition of pea gravel or wood chips, the addition of dirt on the school grounds, and other services will be assigned as needed by the director of facilities and the head of the school or principal.

## 102.5 School facilities rental (application in the google docs)

### GENERAL POLICY

**The Community Room, Multipurpose Room, Gymnasium, and present open space of The Dream Center Academy shall be available for use on a case-by-case basis through assessment of the head of school or principal.**

### PROCEDURE FOR REQUESTING FACILITIES

1. All requests for the use of the facilities shall be made in writing using the approved Application form and sent to the business manager.
2. The Dream Center Academy will begin the calendar year in September. Scheduling decisions will be made on a quarterly basis: August 1, October 1, February 1, & May 1
3. Should an individual or group need to use the building monthly, or more frequently, throughout the year, all dates for which scheduling is requested should be include on Application.
4. All Applications after the quarterly deadlines will be accepted on a first-come, first-served basis. Requests for non-regular building hours must be submitted at least 1 month prior to the event or meeting.

5. When the size of the anticipated attendance or the nature of the activity or event warrants, the sponsoring organization shall arrange for police traffic control and additional supervision as determined by the head of the school or principal. Such arrangements must be made by the applicant through the police department. Any fee charged for police services is the responsibility of the applicant.

6. Any fees, if required, must be paid in full no less than one week prior to the event.

7. Notice of cancellation of events must be made 24 hours in advance (48 hours if the event is scheduled for a weekend). Any event cancelled without notice, that is scheduled outside of the regular building hours, will forfeit fee. There will be no cancellation fee charged when cancellation is due to inclement weather.

8. The Dream Center Academy will not enter partnership or facility use agreements exceeding 1 year. The Dream Center Academy head of the school or principal will utilize judgment on facility use and partnership agreements.

### POLICY AND BUILDING USE FACILITY RESTRICTIONS

1. No smoking is permitted anywhere in the building or on the property.
2. No alcoholic beverages will be served at any event at the Dream Center Academy
3. The Dream Center Academy assumes no responsibility for property left on the premises by the applicant or the applicant's guests.
4. The Dream Center Academy and the daily occupants of the building must have free access at all times.
5. Consumption or possession of any illegal substance is prohibited.
6. Any applicant having any event with children in the building must have a 1:5 supervision ratio at all times. A minimum of 2 supervisors should be always present for each room of any activity. A minimum of 1 supervisor should stand outside of bathroom door in the event two or more children are utilizing the bathroom at one time.

### RESPONSIBILITY OF USER

1. Any group or organization using the Dream Center Academy is responsible for leaving the facility as it is found. All litter and trash for large events must be placed in the dumpster or removed from the grounds and disposed of properly. Any damage done to the facility by a group or organization, as determined by the building administration, will be the financial responsibility of that group or organization.
2. The person (over 21) responsible for the event MUST be present for the entire event.
3. Any program involving children is the responsibility of the group leader. Group leaders must arrive fifteen (15) minutes before the scheduled event. Group leaders must not leave until all children have been picked up. Under no circumstances is any child to be left unattended.
4. Set up, breakdown or clean-up of any program or activity is the responsibility of the user group.
5. The kitchen is for school use only. All meals must be catered in at this time. Renters do not have access to or use of the kitchen.
6. Any group or organization using the Dream Center Academy must assume full responsibility for personal injury to any participants and spectators.
7. Any group or organization using the Dream Center Academy must provide a certificate of insurance acceptable to the Dream Center Academy head of the school or principal prior to use of the premises. Such a certificate shall provide public liability insurance for bodily injury and property damage. The Dream Center Academy shall be included as an additional Named Insured on the Certificate of Insurance.

This certificate shall be filed with the business manager at the time of application. Said insurance shall be not less than one million dollars. If no insurance certificate is available, special coverage can be purchased.

8. Should any injury occur during an event; a report of injury must be filed in the Dream Center Academy's business manager within 24 hours of the injury.

## 103.0 TRANSPORTATION

### 103.1 Transportation Policies: (see transportation handbook in handbooks folder google drive)

### 103.2 Use of Vehicles:

Certain employees may be eligible to use a school -owned vehicle in the course of their work. vehicles are to be used solely for school purposes. Smoking is not allowed while in a school vehicle.

All Dream Center Academy staff using school vehicles are expected to use and maintain the vehicles in a conservative, non-wasteful manner. Regular inspections for oil consumption, water and other fluids are the responsibility of the driver.

The school will pay for reasonable preventative maintenance. If any vehicle is to be repaired, it is a requirement to seek the Head of School or Principal's approval before commencing repairs. Vehicles are expected to be kept clean and orderly.

The Dream Center Academy also expects every staff member to follow the school policies and on safety. It is the responsibility of every employee who uses a school-owned vehicle to have a valid driver's license and observe all safety laws. The Dream Center Academy prohibits the use of cell phones while driving.

When driving a school vehicle, you are expected to drive in a careful, courteous manner and must wear your seat belt and observe all safety laws. A clean driving record is expected and will be verified prior to receiving permission to drive a school vehicle and annually thereafter.

School Bus sign must be on back of van during any school transport.

Traffic violations must be reported immediately to the Head of School or Principal and are your personal responsibility. Should an accident occur, you must report it immediately and should not make any statements until your supervisor or another member of management arrives.

### Qualifications:

High School diploma or equivalent. 1. Chauffeur License and DOT Physical 2. Ability to work with, lead and teach students appropriate transportation behavior and DDC/DDCA transportation handbook rules. 3. Have a positive, patient, flexible attitude to work in a structured environment. 4. Ability to keep vehicle in clean working condition. 5. Must have strong communication skills.

Experience: 1. Van or large vehicle driving experience preferred. 2. Acceptable driving record. 3. Knowledge of the streets and roads of the DDC/DDCA area. 4. Some knowledge of automotive mechanics is preferred. 5. Experience working with, or supervising children is preferred.

### Responsibilities:

Maintain a current Class D Chauffeur's driver's license with passenger endorsement and DOT Physical. 2. Observe all state laws and regulations to be a safe, defensive and courteous driver. 3. All employees are subject to pre-hire and periodic background investigation. 4. All drivers are subject to pre-hire alcohol and drug screens at employer's expense. 5. All drivers are subject to and must report on demand for random or post-accident drug and alcohol testing. 6. Report to work in a timely manner to perform all duties as scheduled. 7. Complete pre-use van inspection, report any faults to Mechanics. 8. Acquire current knowledge of the roads and streets within the DDC/DDCA area streets/roads. 9. Use the provided route information to run on scheduled time. 10. Supervise safe loading, unloading and transportation of students 11. Be a positive role model for students by exhibiting professional work habits. 12. Teach students safe riding habits and emergency evacuation procedures. 13. Be able to relate to and successfully work with students with medical, mental or physical needs. 14. Follow any required special handling requirements that the students may need. 15. Maintains order with respect. Refers misbehaved student activity to the Head of the School or assistant. 17. Maintain confidentiality of all records and student information 18. Legibly & accurately complete all required paperwork and record keeping. 19. Report accurate description of child abuse when observed. 20. Keep route or trip vehicle interior and exterior in clean condition. 21. Fuel vehicle, post trip inspection and perform other minor maintenance tasks. 22. Report operational conditions to mechanics as needed for repair.

23. Be available and successfully complete all required training. 24. Be able to learn technology requirements as needed. 25. Be able to communicate information clearly and in an appropriate, professional manner. 26. Be able to work effectively in stressful, emergency situations when they occur. 27. Report to supervisor any, and all, traffic accidents and/or violations when they occur. 28. Use a positive professional attitude with co-workers, school staff, parents and students. 29. When transporting students to and from school all vans are required to have it's bus logo secured on the rear door of van. 30. All vans cannot hold more than 12 passengers including driver. 31. The above responsibilities and duties are intended to describe the general nature and level of work performed by a person in the position. Duties may be added to or eliminated at any time.

### Position expectations

1. Maintain professional emotional behavior at all times, regardless of the situation. 2. Profanity is strictly prohibited. 3. Personal cell phone use while students are in the vehicle or in your care is not allowed Absolutely no phone use while driving. 4. Limit accessories such as scarves, long necklaces, dangling earrings, loose clothing or drawstrings as these items could cause harm to you in the event of an altercation or be a snag hazard. 5. Close-toed and heeled shoes should be worn. For your safety, no sandals like shoes should be worn. 6. Personal items such as a purse, cell phone, iPod, earphones, unworn clothing should be stowed. 7. Seat belt must be always worn. 8. Be mindful that all DDC/DDCA employees are under high public scrutiny. All employees should demonstrate positive courteous behavior around students, parents, staff, co-workers and especially while driving in traffic. Be sensitive to the needs of all people. 9. Do not have unprofessional conversations about your students, staff or co-workers. 10. ALWAYS check the entire vehicle to ensure all children are out of the vehicle before you exit and lock the vehicle! 11. Training will be provided by DDC/DDCA; a. First aid/CPR b. Body fluid kit c. Seatbelt use c. Emergency response d. Mandatory reporter. e. Always obey the posted speed limit, and reduce your speed as needed based on road or weather conditions. There is absolutely no need to speed. Speeding causes accidents. If an employee causes an accident in a company vehicle due to the employee speeding or being distracted on their phone, the employee will lose their employee driving privileges and may have their employment terminated. f. Defensive driving - (required to watch the video below)  
<https://www.youtube.com/watch?v=lwo4sFjbQqY>

Under no circumstances should you operate a school-owned vehicle or drive on school business while under the influence of drugs or alcohol.

- 1) Do not use any van other than your department van. This applies to offsite programs, tournaments, performances, practices, home pickups and drop offs, etc. You may only use the vans your department is assigned to. No exceptions!
- 2) Upon each return with the van after picking up/dropping off children, the van should be inspected on the inside from back to front, to assure there are no children left in the van.
- 3) Upon returning in a van, do NOT leave the keys in your pocket. Return van keys to the lock box each time you return.
- 4) Keep vans clean from garbage. After each use, clean out any garbage from the vans. The Facility Manager will be filling with gas, doing vehicle inspections, etc. each week. If a van has garbage in it, the Facility Manager will go to the lead teacher of that group and address the issue.
- 5) If van keys are lost or missing, the last person driving the vehicle will be responsible for reimbursing The Dream Center Academy For the cost of replacement key fob and automatic starter fob, which will total \$400.00. The Dream Center Academy will replace the keys immediately and the employee responsible (last driver of the vehicle) will have 30 calendar days to reimburse The Dream Center Academy.

**103.3 Drivers: Each van driver must have a valid Class D Chauffeur driver's license with passenger endorsement along with DOT physical, have training complete and get approved by the school's insurance company to transport.**

### 103.4 Vehicle insurance and registration

All school vehicles are properly registered with the State of Iowa and meet state and local requirements for appearance, safety, and use. All school vehicles are fully covered under The Dream center Academy insurance plan

### 103.5 Vehicle use by outside entities.

The school will not allow non-school organizations to use or lease school vehicles.

# The Dubuque Dream Center Academy Finance Policies

The Dream Center Academy will not hold any debt for its operating expenses. The Head of the school or Principal, finance team and board construct an annual budget that ensures all financial obligations are met without the use of debt. The Head of the school or Principal, finance team and board construct the budget using conservative financial principles to ensure the highest possibility of financial success of the school. .

The Dream Center Academy will practice stewardship of its resources and maintain fiscal responsibility by having an annual board approved budget. The budget is the official financial guide for the school, listing all proposed expenditures and anticipated income.

The budget will reflect the school's mission and the board's vision. The board accepts the responsibilities of stewardship in determining the needs of the school and by providing ways and means to meet such needs.

The budget is a financial control of the board of the Head of the school or Principal to make certain that the school is operated in a fiscal, ethical, efficient, and steward manner. The board gives The Head of the school or Principal the authority and responsibility to operate the school within the approved budget.

## **Dream Makers**

The board has established a tuition sharing schedule that is based upon the belief that parents and the Christian community as a whole share the conventional responsibility of funding Christian education. To broaden the school's base of support and to ease the financial burden of parents, the school and community donors have joined together to work hand in hand in a financial support system called Dream Makers. The Dream Center Academy places the emphasis on the duty of parents to pay for the education of their children in the establishment of a tuition schedule. This schedule is reviewed and approved by the board of trustees and makes up a certain percentage, determined by the board of trustees, of the school's income. The other percentage, determined by the board of trustees, of the school's income comes through Dream Makers.

The board of trustees assigns all collection of Dream Makers income to the finance team. The board may develop policies to handle any funds not collected from a school year and whether those funds "roll over" to the next school year.

## **The Head of the school or Principal shall prepare a budget that:**

1. Projects revenues and disbursements, to be approved by the board and the society.
2. Contains adequate information.
3. Projects conservatively projected income.
4. The Head of the school or Principal shall prepare a budget for approval by the board

## **The Head of the school or Principal will report to the board in October information for developing a budget draft for board tentative approval, including:**

1. Projection of Revenue
2. Tuition estimates based on student enrollment projections, using current tuition rates with current programs and personnel.
3. Net tuition revenue projection estimates, after accounting for tuition reduction for multiple-child discounts
4. Other revenue source estimates such as grants and donations.
5. A list of projected additions or changes in salaries and wages, personnel, and programs, with estimated budget implications
6. Recommendations for a tuition schedule and budget implications
7. Give the board a Delinquent tuition accounts report

**The Head of the school or Principal will report to the board in November for board direction on preparing a final balanced budget, including:**

1. A first draft of a budget, incorporating revenue, including a draft tuition scale, and expenditures, including board-approved salary and wages, tentatively approved projects or additions, and changes in personnel and programs, with estimated budget implications.
2. The Head of the school or Principal will prepare a list of strategies and/or specific items, in priority, that would be needed to balance the budget.
3. The Head of the school or Principal will report to the board in December for board approval of a final budget, including a tuition scale.
4. The board will present the budget for approval at the annual board meeting.
5. The Head of the school or Principal may make small changes to the budget after it has been approved by the board, including adjusting faculty salaries due to further education, lowering and raising line items as needed (within the constraints of the entire budget amount approved by the board), and other areas deemed necessary by The Head of the school or Principal to operate the school in an efficient manner.

The school shall work toward having at least 6 months of operating expenses available in a cash reserves account. Only the board may approve capital construction projects and the purchase of property.

Only The Dream Center Academy board may approve the school taking on debt. Should the school board determine to take on debt in an amount greater than 20% of the annual operating budget, excluding previously approved debt for the building or capital projects, The Head of the school or Principal finance team and board will do everything within its power to avoid such debt by staying within the approved budget for each fiscal year.

The Head of the school or Principal will advise the board of the school's insurance program and recommend any changes needed. Review all insurance policies at least annually.



## 200.0 Financial Checks, Balances, and Principles

**The Dubuque Dream Center Academy maintains sound ongoing finances. The Dream Center Academy's fiscal year begins on January 1 and ends on December 31 the same year.**

**Accordingly, the Head of the school or Principal shall:**

- Receive more funds than are expended in the fiscal year to date.
- Use only monies designated by the budget. The director has the authority to purchase or authorize purchases within the budget.
- Accept money for designated funds only for purposes that conform to board priorities.
- Spend designated funds only for specified purposes.
- Conduct interfund shifting, if necessary, for no more than thirty days.
- Settle payroll and debts in a timely manner.
- Ensure any government payments or filings are completed on time.
- Make and approve purchases that are within current financial policies.
- Acquire, encumber, or dispose of real property only with board approval.
- Actively pursue receivables.
- Incur liabilities only as they are funded.
- Continually monitor all school funds.
- Meet auditor standards and ensure that an annual review/audit is completed of the general fund by the comptroller.
- Advise the board of the school's insurance program and recommend any changes needed.
- Review all insurance policies at least annually.
- Ensure that anyone who contributes \$250 or more receives a receipt and a note of Thanks, from the school.
- Ensure that the school remains registered with the U.S. Internal Revenue Service, in order to maintain its tax-exempt status.
- Protect the organization's public image.
- Maintain documents to be in compliance with federal, state, or local ordinances, with the following minimum requirements before any document/information destruction:
  - o Accounts payable ledgers and schedules: 7 years
  - o Audit reports: permanently
  - o Bank reconciliations: 2 years
  - o Bank statements: 3 years
  - o Checks (for important payments and purchases): permanently
  - o Contracts, mortgages, notes, and leases (expired): 7 years
  - o Contracts (still in effect): permanently
  - o Correspondence (general): 2 years
  - o Correspondence (legal and important matters): permanently
  - o Correspondence (with customers and vendors): 2 years
  - o Deeds, mortgages, and bills of sale: permanently
  - o Depreciation schedules: permanently
  - o Duplicate deposit slips: 2 years
  - o Employment applications: 3 years
  - o Expense analyses: 7 years
  - o Year-end financial statements: permanently
  - o Insurance policies (expired): 3 years
  - o Insurance records, accident reports, claims, etc.: permanently
  - o Internal audit reports: 3 years
  - o Inventories of products, materials, and supplies: 7 years
  - o Invoices (to customers, from vendors): 7 years
  - o Minute books, bylaws, and charters: permanently
  - o Patents and related papers: permanently
  - o Payroll records and summaries: 7 years
  - o Personnel files (terminated employees): 5 years
  - o Retirement and pension records: permanently
  - o Tax returns and worksheets: permanently
  - o Timesheets: 5 years
  - o Trademark registrations and copyrights: permanently
  - o Withholding tax statements: 7 years

## 200.1 Internal Controls

These are the accounting process and procedures for The Dream Center Academy. We follow the segregation of duties (SOD) process as a building block for sustainable risk management and internal controls for our school. This process disperses the critical financial functions to more than one person or department. This process prohibits the assignments of duties pertaining to all areas of finances, to just one or two people. The Dream Center Academy disperses responsibilities to more than one employee (Business Manager, Operations Manager, Development Director), as well as (four) third parties. At least one third party (CPA) double checks all work by authenticating revenue and expenses with The Dream Center Academy bank account and reconciles monthly bank statements. Third parties include: Keith Nilles, Start Church Accounting Firm (CPA), and Wagner Accounting (Tax and payroll consultants). Our Board of Directors examine our monthly accounting report each month, as well. A financial audit will be performed annually.

### A. Internal controls for receiving grants/donations:

- 1) Business Manager receives check in the mail
- 2) Business Manager opens spreadsheet, documents date the check was received, codes the revenue (dream team, grant, unsolicited each have their own code), name of person/organization listed on check and check #.
- 3) Business Manager places check into locked mailbox slot next to Operations Manager's desk
- 4) Once weekly, the Operations Manager opens the locked mailbox and removes the checks.
- 5) Operations Manager opens spreadsheet, documents date deposited (today's date) next to each entry and double checks the Business Manager's documentation (name, coding, amount)
- 6) Operations Manager fills out the back of a Dream center bank account deposit slip, listing check amounts and name on check. Operations Manager then turns the deposit slip over and fills out the total deposit amount and makes a copy of both sides.
- 7) Operations Manager takes deposit slip and checks to the bank to deposit them and receives an official receipt from bank

- 8) Operations Manager takes the official receipt and staples it to the copy of that deposit slip, scans and uploads it into the Revenue folder in drive labeled deposit slips. Operations Manager then files this into the locked file cabinet in folder labeled "deposit slips".
- 9) Development Director checks spreadsheets to assure all incoming grants/donations are coded correctly and documented.
- 10) At the end of month, Accountant (Start Church) will then check all actual deposits using bank account access vs deposit slips/spreadsheet to create The Dream Center Academy monthly accounting report.
- 11) The finance team meets once per month (3rd Thursday) to review accounting report.

### B. Internal controls for Payroll and tax:

1. Staff are hired, paperwork is filled out (w4, I9, etc.), background check, etc. Employee paperwork is then sent to Wagner Accounting with employees' start date and rate of pay.
2. At the end of biweekly pay schedule, Operations Manager runs a payroll report and sends it to Wagner Accounting, who then uses it to calculate payroll and performs direct deposit/checks.
3. Wagner Accounting then sends a payroll breakdown for that month to Start Church who checks and balances totals vs bank account.
4. At the end of year, Wagner Accounting prepares tax forms (W2's) for employees and mails them out.

### C. Internal controls for all revenue:

1. see A and B, as well as Start Church reconciliation.

### D. Internal Controls for expenses:

1. Each department turns in their receipts to the Business Manager no later than the end of each month and codes them.
2. Business Manager then puts each total into a google doc spreadsheet with the following information: store/company purchased from, budget line-item code is assigned to, total amount of receipt, date of receipt, how item(s) were paid (cash, check # or CC #)
3. Start Church uses this spreadsheet for monthly reconciliation.

### **E. Internal controls for monthly reconciliation:**

1. At the end of month, Accountant (Start Church) will check all actual deposits using bank account access vs deposit slips/spreadsheet to create Dream center monthly accounting report.
2. The Head of the school or Principal, Business Manager, Development Director, Operations Manager, finance team and board look over this monthly report each month (3rd Thursday)

### **200.2 Purchasing**

All school purchases/approvals must be made by the Business manager. The Business manager will collect purchase requests, then get them approved by the head of school before purchasing. Purchases made outside this process may result in materials being returned and/or orders being cancelled.

### **Employee-Incurred Expenses and Reimbursement—**

All purchases must be cleared through the Head of the school or Principal. Only purchases approved by the head of school will be eligible for reimbursement.

### **200.3 Credit Card Usage**

The Dream Center Academy shall have one school credit card for school use as a primary and 3 secondary credit cards. The credit card shall be used solely for the purchase of goods and/or services needed for official business of the school and within the school's board-approved budget. Under no circumstances are school credit cards to be used for personal purchases. The Head of the school or Principal shall be the bearer of the main school credit card. Persons who are authorized to make purchases using the secondary credit cards include the Operations Manager, the Business Manager, and the Development Director. All purchases placed on the school credit cards must be approved by the head of school before the purchase is made. Others who wish to use the school credit card must have permission from The Head of the school or Principal before any purchases are made.

# General Money Handling Practices and Guiding Principles

## 200.4 General Money Handling Practices and Guiding Principles

- Any money (cash and/or checks) collected from students by employees must be given to the Business Manager daily.
- Money is not to be kept anywhere except the office file room overnight.
- Money collected cannot be given directly to a vendor. Purchase orders and/or invoices need to be issued prior to vendors being paid. Vendors are to be paid by the school. No refunds or purchases may be paid for directly out of any receipts before they are deposited. All payments must be made through the school's purchase procedures and policy.
- No private bank accounts are to be used for any school purpose.
- Segregation of duties must be the priority when handling cash receipts and disbursements and when keeping records. Two people must share the job of recording, counting, and verifying each other's amounts.
- Cash received must be deposited intact and on a timely basis with the weekly deposit, according to the Dream Center Academy's Internal Control System.
- Cash must be properly safeguarded and appropriately recorded.
- Access to cash must be limited to Business Manager and Operations Manager
- All checks received must be restrictively endorsed "For Deposit Only".
- All safe combinations and keys to cash boxes or files must be restricted to only The Head of the school or Principal, the Business Manager and Operations Manager
- Checks must be payable to The Dream Center Academy
- All funds collected must be documented, receipted, and safeguarded according to the Dream Center Academy's Internal Control System.
- Funds are not available until the deposit information has been entered into the school's financial management system according to the Dream Center Academy's Internal Control System.
- All expenditures must be approved by the head of school or principal.

- All funds will be handled by the Business Manager or Operations Manager, who are overseen by the Head of the school or Principal, who is overseen by the finance team and the board of trustees. All checks and other funds received by the school will be processed and deposited according to the Dream Center Academy's Internal Control System.
- A check and balance system exists according to the Dream Center Academy's Internal Control System.
- All financial records will be backed up using the school's online tools and databases.
- Confidentiality will be protected for tuition payers, donors, and tuition assistance recipients. In most cases, the only people who have access to this information will be The Head of the school or Principal, Business Manager and Operations Manager. Members of the finance team and other key office personnel will also have access to some information, but only to the extent necessary to complete their oversight or work duties.
- All tuition payers and donors will be provided a receipt in a timely manner, usually within one week of receipt. All fundraising and resource development activities of the school must be conducted in a legal, ethical, and professional manner.
- The Head of the school or Principal will ensure that required financial reporting with the state of Iowa and/or the Internal Revenue Service is completed.
- Monthly financial statements will be generated for internal use by the finance team and the board of trustees, according to the Dream Center Academy's Internal Control System. Annual financial information will be reported to the constituents through the annual report. The Head of the school or Principal will also ensure all other reports mandated by the board of trustees are created and presented in a timely manner.
- The financial books of the school will undergo an independent assessment by means of either an annual audit or an annual review. The school will adhere to the following schedule of account audits and reviews:
  - General Fund – review one year, audit the next year, rotate every other year
  - Building Fund – audit every three years
- **The DDCA financial records are backed up through our Outsourced Bookkeeper (Start Church) and through our Bookkeeping software, Quickbooks.**

### **200.5 Confidentiality Practices for Tuition Payers, Donors, Financial Aid Recipients**

Confidentiality is very important to the successful operations of the school and must be a top priority for those involved with finances of any kind. Confidentiality will be protected for tuition payers, donors, and financial aid recipients. In most cases, the only people who have access to information regarding tuition payers, donors, and financial aid recipients will be The Head of the school or Principal, Business Manager, Operations Manager and Development Director.

Members of the finance team and other key office personnel will also have access to some information, but only to the extent necessary to complete their oversight or work duties. All individuals with access to records and information regarding tuition payers, donors, and financial aid recipients must hold to the strictest code of confidentiality. Breaches of confidential information by employees may result in discipline, up to and including termination. Breaches of confidential information by finance team members or any member of the board of trustees may result in removal, as determined through a majority vote of the board of trustees.

### **200.6 Timely Receipt Practices Policy**

All tuition payers and donors will be provided with a receipt in a timely manner, usually within one week of receipt. Donors will be provided with a receipt and a note of thanks from the school before the donation is deposited. All fundraising and resource development activities of the school must be conducted in a legal, ethical, and professional manner. The Head of the school or Principal will ensure that the required financial reporting with the State of Iowa and/or the Internal Revenue Service is completed.

### **200.7 Confidentiality of financial records**

The Dream Center Academy will keep confidential the following financial information, except for unusual circumstances, as approved by the board:

1. Details on salary or benefits of any individual school employee.

2. Details of business transactions or invoices from any company with which the school does business.
3. Details of school banking and/or investment accounts.
4. Monthly financial statements are normally given to the finance team and/or the board, with the exceptions stated in the preceding policies.

### **200.8 Internal Material produced by employees**

During employment with The Dream Center Academy, an employee may produce material that can be patented, trademarked, copyrighted, or covered with similar legal protections. Due to the employment relationship between the school and the employee, both the school and the employee acknowledge that all such material that can be copyrighted (including, but not limited to, lesson materials, books, booklets, research papers, videos and DVDs, software programs, logos, diagrams, and all other artistic or intellectual works of this nature) that are produced on the school's behalf are owned by the school as a work-for-hire and thus may be submitted for patent, trademark, copyright, or similar protection by the school.

These work products are deemed to be school property, and, as such, are among The Dream Center Academy's trade secrets, not to be used for personal benefit or divulged to outside parties without the expressed, written consent of the Head of the school or Principal.

### **200.9 Accounting System Policy**

The Dream Center Academy uses the Procare System as a means to prepare individual student/family billing, charges to accounts, credits for payments from families, private funding and state funding. The Procare system is updated with these payments/charges on a biweekly basis by the Business Manager. Individual statements are sent to parents monthly, showing their balance/credit, all charges and all credits to date.

## 201.0 Tuition Policies

### 201.1 Tuition payment, Tuition collection and delinquent payment

The fiscal operation and financial health of The Dream Center Academy is heavily dependent upon the prompt payment of tuition. We are thankful for the overwhelming majority of parents who pay tuition in a timely manner because it assists the school in faithfully continuing its mission. Tuition payments that are delinquent adversely affect the administration of the school in that outstanding tuition accounts make it difficult for the school to meet its financial obligations (paying employees and bills, etc.).

The Head of the school or Principal is committed to helping parents provide their children with a Christian education and has established the following policy in an effort to provide help in a manner that also enables the school to operate responsibly.

1. The first month's payment for a school year must be paid at registration. Exceptions to this first month of payment must be approved by the finance team before the date of registration. A child may not be enrolled at school until the first payment has been received, unless an exception has been granted or ESA (Education Savings Account) has been applied to student account.
2. Tuition payments are due on the 10th of each month in the months of October, November, December, January, February, March, April, May, and June. Tuition accounts that have a balance 60 days old shall be charged a \$10 late fee per child each month that the balance continues to be 60 days old. This fee may be waived if a family has an approved payment plan in place.
3. Parents with outstanding tuition of two or more months will receive written notice from the Business Manager.
4. Parents with outstanding tuition of three or more months will have a support team formed from the finance team. A member of the finance team will be in contact with parents to formulate a payment plan.

5. Parents with outstanding tuition are expected to contact the business manager and request assistance. This contact is a parent's responsibility and should be made as soon as tuition nonpayment problem arises. This will allow the finance team to work with the family if a Financial need does indeed exist.
6. The Head of the School or Principal reserves the right to deny following trimester enrollment of the children whose parents have outstanding tuition and have not made acceptable payment arrangements or are not completing their responsibilities of any arrangements that have been made.
7. 25% of a family's expense must be paid by December 31 for child(ren) to continue enrollment at school. Any exceptions must be approved by the finance team before January 1.
8. Parents with a tuition balance remaining at the end of the school year must contact the business manager if their balance cannot be paid in full prior to registration of the new school year. Special provisions can be made for these families if a plan is agreed upon. If a plan cannot be agreed upon, enrollment will be denied. These contacts must be made by August 1 of each year.
9. As a last resort The Head of the School or Principal may choose to involve a collections agency or to use the services of a small claims court to collect delinquent tuition. The Head of the School or Principal may choose to do these things after the school has exhausted all means of collecting on a tuition account of a family that has left the school and two years have passed with no payment.

**The following information is included on the annual enrollment agreement, which all parents must sign in order for their child to be enrolled as a student at The Dubuque Dream Center Academy:**

- All previous years' tuition must be current in order to register. If there is a balance from the previous year, a payment plan must be in place in order to register children at the school.
- The first month's tuition must be paid at the time of registration for a child to be enrolled at school.
- Tuition is due on the 10th of each month. Tuition accounts that have a balance of 60 days old shall be charged a \$10 late fee per child each month that the balance continues to be 60 days old.



## Tuition Policies-Returned checks and returned bank card charges

- Delinquent tuition payments may result in special arrangements for subsequent school years.
- It is the parents' responsibility to contact the business manager if situations arise that will result in delinquent tuition payments.
- The Head of the School or Principal reserves the right to deny following trimester enrollment of the children whose parents have outstanding tuition and have not made acceptable payment arrangements or are not completing their responsibilities of any arrangements that have been made.
- The parent is ultimately responsible for the total tuition obligation for their children enrolled at The Dubuque Dream Center Academy
- 25% of a family's expense must be paid by December 31 for my child(ren) to continue enrollment at school.

### **The tuition payment and delinquent tuition policy is based on the beliefs that:**

1. The primary responsibility for the payment of tuition lies with the parents.
2. Parents experiencing financial difficulties are responsible for communicating with the director of finance to make them aware of their family's needs.
3. It is the parents' responsibility to fill out all required forms at the school registration to the best of their knowledge to apply for ESA (Education Savings Account) assistance
4. The Dream Center Academy will provide financial assistance through Dream Makers funding to those families who demonstrate a commitment to Christian education but are unable to meet the financial obligations that accompany enrolling their children in the Christian school. Financial assistance is limited to the funding received that fiscal year and parents will fill out appropriate application forms for review by the finance team for approval. All requested financial information is necessary to complete this form and must be accurate.

### **201.2 Returned checks and returned bank card charges.**

The Dream Center Academy is happy to offer the option to pay with a check or bank card, both online and through the business manager. The acceptance of checks and bank cards are conditional upon the satisfactory collection of the check/bank card. The responsibility of the debt remains with the check-writer until the collection process is completed.

The return of a check (electronic or paper) issued to The Dubuque Dream Center Academy, or a bank card transaction will result in a \$25 fee being placed on the family's account on whose behalf the check was presented, for each returned check/failed bank card transaction, no matter the reason.

Each account will be allowed two returned checks/failed bank card transactions, after which payment by check/bank card will not be accepted. This includes returned electronic payments. Written notification on how to resolve the returned check/failed bank card transaction will be sent to the maker of the check/owner of bank card, and to the person whose account was affected (if applicable).

All debts must be settled within 15 days of the notice being sent. A hold will be placed on the account affected, until the returned check has been redeemed. After two returned checks/failed bank card transactions have been received by the school, the only acceptable forms of payments will be cash, money order, cashier's check, or debit card.

If the returned check/failed bank card has not been redeemed within the stated time frame on the notification, a late fee not in excess of 10% of the past-due amount, or \$250.00, whichever is less, will be applied, and the school may begin collection proceedings.

A returned check/failed bank card will automatically result in a hold on the account affected, which may preclude participation by students and/or families in any or all of the following activities: further check writing/bank card privileges, enrollment, receipt of grades, transferring records, and/or receiving diplomas.

## 201.3 Retention of records

Should a family choose to unenroll their child(ren) from The Dream Center Academy, all student records will be retained until all tuition and fees are paid in full. For students graduating 8th grade, all student records will be retained until all tuition and fees are paid in full. The student will receive an unsigned diploma at graduation, and records will not be released to the high school until tuition and fees are paid in full.

## 201.4 Tuition and Expulsion

Should a child be expelled from the school, the family will owe tuition in full through the end of the month that the child is expelled. If tuition has been paid ahead, the family will be reimbursed from the first of the month after expulsion. Fees will not be reimbursed.

## 201.5 Dream Makers Tuition Assistance

Some families need tuition assistance. It is our goal to provide a Christ-centered, safe, diverse, and academically excellent education to as many families as possible. With this in mind, families have the opportunity to apply for tuition assistance, which is based on need.

Tuition assistance shall be provided by the finance team in the following order:

1. Families must apply and make full use of ESA (Education Savings Account)
2. Families must first make every effort to raise tuition costs before they request assistance.
3. Families can apply for tuition assistance from the school's tuition assistance fund. Information in the request should include the reason for assistance.

- a. The head of school or principal may provide up to \$500 of assistance without approval of the finance team.
- b. The finance team must approve assistance over \$500. The finance team considers:

- i. Size of the family
- ii. Number of children enrolled in a Christian school.
- iii. Medical needs
- iv. Adoption expenses
- v. Employment issues
- vi. Faithfulness of tuition payments, no matter the amount
- vii. Use of State funding
- viii. Use of deaconate support
- ix. Other extenuating circumstances
- x. As often as possible, the finance team should attempt to leverage matching gifts with the family. For example, if a \$500 award is provided, the family must match by paying \$500 toward their tuition.

# Meal Payment Policies & Cell Phone and Personal Electronic Device Policy

## 202.1 School breakfast and lunch

School breakfast and lunch is available for all students. Free and reduced-price lunches are also available to all who qualify for such assistance. Information regarding cost of lunch tickets and application for free and reduced lunch tickets is available at registration. For those who choose to bring breakfast and or lunch from home, milk is available. Fast food is not allowed to be brought into the lunchroom.

## 202.2 Unpaid meals policy

The Dream Center Academy believes that school means debt is the parent's debt and not the children's. As such, the Dream Center Academy will communicate directly with parents to collect any unpaid meals fees. Should a family have unpaid meals, the first step will be for the school lunch program to send a notice to the parents via electronic methods. The expectation is that the unpaid meals are paid for within 10 days. If the unpaid meals are not paid within 10 days, the family will receive a letter in the mail regarding their balance. After the next 10 days, if the unpaid meals are still not paid, they will receive a phone call from a school lunch representative. Should meals not be paid for within this 30-day timeframe, a student will not be able to participate in the lunch program until all back fees are paid and a forward credit of at least \$50 is placed on the student's account by the parents.

## Cell Phone and Personal Electronic Device Policy

### Purpose

In accordance with Iowa House File 782, this policy ensures a focused and distraction-free learning environment by regulating the use of personal electronic devices (PEDs) during instructional time.

### 1. Definitions

Personal Electronic Devices (PEDs): Include but are not limited to smartphones, smartwatches, tablets, laptops not issued by the school, handheld gaming devices, earbuds/headphones, and any other non-school issued communication or entertainment devices.

### 2. General Policy

- PEDs must be turned off or on silent and stored out of sight (in lockers, backpacks, or designated holders) during:
- Class periods
- Study halls
- School assemblies
- Testing periods
- Use of PEDs is allowed before and after school, during lunch, and between class periods, unless otherwise

### 3. Exceptions

PED use may be permitted during instructional time if one of the following applies:

- The student has an Individualized Education Plan (IEP), 504 plan, or ELL designation requiring device use.
- The device is part of an approved classroom activity directed by a staff member.
- A parent or guardian petitions for an exception due to a legitimate mental or physical health reason, subject to administrative approval.

### 4. Emergency Communication

- In emergencies, students will be allowed to access phones under staff supervision.
- Parents are encouraged to contact the school office for urgent communication rather than calling/texting students directly during class hours. School Main Office Number: 563-845-7591.

### 5. Discipline and Consequences

Violations of this policy may result in:

- First offense: Verbal warning and request to put the device away.
- Second offense: Device confiscated and returned at the end of the day.
- Third offense: Parent/guardian notified and required to retrieve the device.
- Repeated offenses: May result in further disciplinary actions, including detention or suspension.

### 6. Staff Discretion

Teachers and staff retain the authority to allow or restrict PEDs in their classrooms as necessary for academic purposes, provided such use complies with the intent of this policy.

### 7. Review and Communication

This policy will be reviewed annually. Students and families will receive communication at the start of each school year and at the time of enrollment.

# Supervision and Playground Space

## 203.1 Supervision

The Dream Center Academy seeks to apply Best Practice models to influence staff retention and student impact. This requires providing livable and competitive wages to qualified staff and low student to staff ratios 's for student impact and safety.

Students are not allowed unsupervised in the building or during recess (indoor or outdoor).

- We maintain low student to adult ratios at all times.
- Whenever possible, more than one adult is present in a classroom or activity with students.
- Employees meet state mandated training requirements including First Aid and CPR, Mandatory Reporting of Child and Dependent Adult Abuse, and Universal Precautions.
- Tornado, Fire, additional safety drills recommended by Homeland Security and the State Fire Marshall's office are conducted each session.
- Indirect care employees move throughout the building and are available to assist with students at any time.
- Bathroom and Supervision policies and guidelines are designed and instructed to reduce the risk of inappropriate student behavior, a student wandering off or ending up missing for any reason.
- Adults are instructed not to utilize the bathrooms at the same time as children for proper privacy and safety of all children.
- Annually Administration review our Student Safety Policies to understand all the systems and safety precautions the D.D.C.A. has in place and annually assess and update as needed to keep your child safe.
- D.D.C.A. Staff directly always supervise students by sight and sound.
- D.D.C.A. staff should not supervise or instruct any student of any age without another adult volunteer or staff present.
- If supervision or instruction is done in view of our D.D.C.A. camera's, D.D.C.A. staff or volunteers may supervise or instruct a student for the designated time authorized by a Supervisor.

## 203.2 Active and Positive Supervision

Active and Positive Supervision involves:

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

(See Parent Handbook page28)

## 203.3 Indoor Recess

### Indoor recess:

- Students will have recess in their classroom or in another assigned area during inclement weather.
- Students are to stay in their classroom and not be in the hallway.
- Students may play games, activities, etc. as provided by their teacher.
- The gym may be used by certain grades on a rotating schedule when it is available.

If a group is at an indoor activity, event, or outdoor recess when lightning is sighted, or the city sirens initiate a tornado warning, staff will follow instructions at that particular site and will not leave that location. If a group is on an outdoor activity, field trips, or outdoor recess, staff will bring the children inside of the Dream Center Academy site or closest safe site and follow protocols.