

# South Central Calhoun Elementary



## Preschool Family Handbook 2018-2019

## Handbook for the South Central Calhoun Preschool

**Welcome:** The preschool program, offered by the South Central Calhoun School District in cooperation with Head Start, serves children who are 3-5 years old. Classes are held in both Rockwell City (at the elementary) and Lake City (at the high school). We seek to provide children with a rich and varied learning experience that nurtures each child and promotes social, intellectual, and physical growth. All children come to us with special strengths and great potential. We will build on these strengths and will help every child to achieve at his or her highest level. We put an emphasis on developmentally appropriate activities that encourage problem solving and creativity. We are pleased that you have entrusted your child with us.

This handbook is designed to acquaint you with our program and procedures. If you have any questions or comments, please let us know. We encourage your involvement.

### **What will your child be learning at preschool?**

Our curriculum is based on Creative Curriculum which is a research-based early childhood curriculum. This curriculum includes the following areas of learning:

- 1. Social and Emotional Development:** Your child will have opportunities to relate positively with other children and adults, to express feelings and emotions in socially acceptable ways, and to develop self-help skills.

2. **Physical Development:** Your child will engage in activities that develop both large and small muscles, including drawing and writing.
3. **Cognitive Development:** Your child will be sorting, patterning, arranging and comparing objects, graphing and counting objects and learning about shapes. The numbers 0-10 will be introduced as well as mathematical problem solving. Your child will be given opportunities to observe, describe, and predict events in the world around them. Curiosity, initiative, problem solving, and persistence will be emphasized.
4. **Language Development:** Our program puts a strong emphasis on language development. The children will learn how to follow directions, engage in conversations, and listen to and talk about stories. They will engage in phonemic awareness activities such as rhyming and listening for sounds, and will be encouraged to engage in early writing activities. Letters of the alphabet will be introduced and your child will work on writing and recognizing his/her name.

**Child Guidance and Discipline:** In the preschool program, the staff provides an environment where the children feel safe and secure by establishing predictable routines and outlining clear expectations for behavior. The goal of our discipline policy is to help children develop self-discipline. We use positive guidance, redirection and the setting of limits that assist the child in developing socially acceptable behavior and self-control. In addition, the staff promotes self-discipline, responsibility,

independence and an appreciation of the needs of others through activities and lessons.

**Forms:**

The following forms must be completed at or your home visit:

- Registration and Emergency Information Form
- Field Trip Permission Form
- Transportation/Child Care Information Form

We also must have:

- A copy of your child's birth certificate
- A copy of your child's immunizations
- A physical form from your child's doctor
- Other forms as required by Head Start

**Fees:**

Four-year-olds will attend four half-days per week. There is no tuition for the four-year old program. This program is funded by a Statewide Voluntary Preschool Program grant and by federal Head Start money.

Three-year-olds will attend four half-days a week. The fee is \$150.00/month. There is no fee for children who are eligible for special education. Tuition is payable in advance by the first of each month, September through April. Checks should be made out to the school and can be mailed or brought to the office.

Tuition scholarships are available for families who meet income guidelines. More information is available in the school office.

## Arrival and Dismissal:

At registration, you will receive information telling you the room number, the teacher, and the times that your child will attend.

When bringing your child to school, please park and bring your child to the lobby area. We ask that you not bring your child more than a few minutes before class starts, since the teachers will be busy with classroom preparations.

At the end of each day, you (or an older sibling) make pick your child up in the lobby area.

## Meals:

Breakfast: Students who are eligible for the Head Start program will be served breakfast at no charge. An optional breakfast is available for all other students who attend the morning program at a cost unless you qualify for free/reduced meals. If your child is going to eat breakfast, please bring your child to school at 7:45, so he/she will be finished with breakfast before 8:05. Classroom associates will be in the lunchroom to help the children in the Preschool program. You can pay either by cash or by a check made out to the school. To make it easier for you, you may pay for a week or a month in advance.

## Lunch:

Some students on IEP's will eat lunch at school. *The application for free or reduced-price meals may be obtained at the school.* This form needs to be completed before the first day of school. Children who meet Head Start eligibility guidelines will also be eating lunch in the cafeteria each day. There will be no

charge for these students. Because of federal Head Start regulations, preschool students are not permitted to bring a breakfast or lunch from home.

### **Illness and Absences:**

If your child is going to be absent from school, please let the school know so that we don't worry. The phone number at the RC school is 297-8621. The number at LC is 464-7211. In addition, if your child rides a bus or school vehicle to school, you will need to tell the driver that your child will be absent.

If your child has been sick with a fever, vomiting or diarrhea, **please wait 24 hours after the symptoms have stopped** before returning them to school. Your child should be able to participate in all activities, including outdoor play, before returning to school. Because all of the adults in the program are needed to supervise children outdoors, we are unable to stay in the classroom to supervise children.

If the teacher feels that your child is ill or contagious, she will contact you so that you can take your child home.

**Medical Information:** We can administer prescription drugs to your child, but you must fill out a "Parental Authorization and Release Form." All medications must be sent to school in the original prescription bottle.

We must also have written permission to give your child any over-the-counter medication. Please include the amount of medication as well as the time that you want us to administer it. The

medicine must also be in the original container. Alternative medications including essential oils will not be administered.

Please note that children are required to be potty-trained in order to attend preschool unless the issue is address in a child's IEP or by a medical professional. (See attached policy.)

**Field Trips:** Field trips are planned as additional educational experiences for your child. You must fill out a field trip permission form before school begins. You will receive advance notice of upcoming field trips.

**Visitors:** You are welcome to visit our room at any time. Please sign in at the office before coming to the room.

**Calendar:** You will receive a classroom calendar each month. We will follow the district calendar. In case of inclement weather, please listen to any of the following stations for late starts, cancellations, or early dismissals.

KTLB -105.9FM (Twin Lakes)	KTIV-Channel 4 (Sioux City)
KCIM-1380AM (Carroll)	WOI- Channel 5 (Des Moines)
KAYL-101.5FM (Storm Lake)	KCCI- Channel 8 (Des Moines)
KVFD-1400FM (Fort Dodge)	WHOTV-Channel 13 (DM)

Iowa School Alerts - sends text and/or email with announcement (to sign up, email your cell number and cell phone company name to [ccollins@scc.k12.ia.us](mailto:ccollins@scc.k12.ia.us) or leave information with school office)

· When school is *delayed two hours* for any reason, the morning sessions will be cancelled. Students who come for full days will still come to school and the afternoon session will still be held.

- When school is *delayed one hour*, we will still have the morning sessions.
- If we have a *two-hour early out*, there will be no afternoon class.
- If we have a scheduled *one-hour early out*, we will still have the afternoon session.

**Parent-Teacher Communication:** We are always eager to talk to you about your child. Here are some of the ways we use to facilitate that communication.

**Notes Home:** Each child will have a daily folder to hold notes to and from school. Please put any notes or money in this folder.

**Parent-Teacher Conferences and Progress Reports:** Conferences will be held in the fall and spring. Portfolios of the children's work will be used for assessment. Samples of the children's work along with checklists and observational notes will be included in the portfolio. Don't be concerned if your child does not bring home something every day. We will be saving work for the portfolio that you will be able to see at conference time. Also, a lot of what we do is hands-on and your child will not end up with a "finished product" to take home.

**Newsletter:** You will receive a newsletter to keep you informed about what is happening in the classroom. You will also receive a monthly calendar.

**Phone:** You may call the Rockwell City teachers at school at 297-8621 and the Lake City teachers at 712-464-7210. If possible, please call before 8:00 AM or after 3:00 PM.



**Outdoor Play:** Because we are committed to your child's physical as well as mental growth, your child will be going outside each day, unless it is raining or very cold. We recommend that your child not wear flip-flops or other shoes without backs because they pose a danger when the children are on the climbing equipment. Your child will need a warm coat, hat and gloves as the weather gets colder.

It is the policy of the South Central Calhoun Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator Wendi Geno, 1000 Tonawanda, Rockwell City, IA 50579, 712-297-7222, wgeno@scc.k12.ia.us.

### South Central Calhoun Preschool Potty-Training Policy

Children enrolled in preschool at South Central Calhoun must be potty-trained before attending. There are two reasons for this requirement. First, there are strict standards for changing and disposing of wet or soiled diapers. Classrooms are not equipped for diaper changing. Second, when an adult is busy changing a child's diaper or soiled clothing, it is taking that adult away from the supervision of and interaction with the rest of the students.

To be considered potty-trained, children must be wearing underwear with very few accidents. Wearing pull-ups isn't and/or having accidents daily would not be considered potty-trained. Staff will assist children as needed, but a potty-trained child is a child who can do the following independently:

1. Alert him/herself to stop what he/she is doing, to go and use the bathroom.
2. Communicate to the teachers that he/she needs to go to the restroom before they need to go.
3. Postpone going if they must wait for someone who is in the bathroom.
4. Pull down his/her clothes and get them back up without assistance.
5. Get on/off the toilet by him/herself.
6. Wipe him/herself after using the toilet. (With minimal assistance for 3 year olds.)
7. Wash and dry hands.

We do understand that even potty-trained children will occasionally have toileting accidents, and it is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible. Parents should dress their children in clothing that can be undone and changed easily. A complete change of clothes appropriate for any season needs to be provided and left at school in case of accidents. Parents will be notified if a child has a toileting accident.

We understand that each child arrives at this milestone differently, therefore we will allow 4 weeks from the first day of school for your child to demonstrate accomplishment of this goal. After the first 4 weeks of school, the following policies will be in place for children who have accidents:

1. If one or two accidents occur in one week, the parent will be notified with the understanding that the issue needs to be addressed and corrected.
  2. If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue isn't corrected by the end of the second week, the child will have to stay home at least one week or longer until he/she is completely potty-trained. Tuition will not be pro-rated during this time.
  3. If multiple accidents occur in one day, the parent will be notified on that day; and if not corrected by day three, the child will have to stay home at least one week or longer until he/she is completely potty-trained. Tuition will not be pro-rated during this time.
- If the situation becomes unmanageable within the classroom environment during those 4 weeks, we reserve the right to suspend attendance of the child at such time.