

Four Year Old Preschool Program



Parent Handbook

2020-2021

The First Day of School

I used to be little, but not anymore.
Tomorrow I'll get up and walk out the door.
I'm going to school; it's the first time for me.
It's great to be big, but I'm scared as can be.
My tummy's in knots. Do you want to know why?
I'm thinking that maybe, just maybe, I'll cry.
When Dad leaves the school and I'm there all alone.
I'm thinking that maybe I want to go home.
I see lots of children inside playing games.
And wait- Mommy said I can learn all their names.
The first day of school, oh there's so much to do!
There's painting and books and a big playground, too.
I used to be little, but not anymore.
Tomorrow I'll get up and walk out the door.
I'm going to school-it's my first day, you see.
It's great to be big! I'm so glad that I'm me.

Welcome

We want to personally welcome you and your child to the Central City Preschool Program. The preschool program has been awarded the State Wide Voluntary Preschool Program Grant! The program's goal is to provide a high quality preschool program meeting each child's needs, including children with disabilities and those from a diverse background. This is an opportunity for all four year old children to take part in a well designed environment to enhance your child's social/emotional, cognitive, language development, and large motor skills. The preschool program has adopted and meets the Iowa Quality Preschool Program Standards, administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations for the children and instructional practices. The information contained in this handbook is designed to familiarize parents with our program. If you have any questions or concerns about your child's school experience, please feel free to ask our staff or call 438-1710.

☺ We are looking forward to a great year. ☺

Central City Preschool’s Philosophy

It is the belief of CCCSD that children of early childhood age benefit from a quality, healthy, structured learning environment based on current research.

Central City Community School District’s Mission Statement

Together as a community, we will develop responsible citizens who are lifelong learners and productive problem solvers, by providing diverse and challenging educational experiences.

Program’s Goals

Goals for Children:

- Children will show competency in social/emotional, physical, cognitive, and language development skills.
- Children will be responsible, respectful, safe and kind.
- Children will be safe and healthy.

Goals for Families:

- Families will feel welcome in the classroom and school.
- Families will work with the school in a meaningful partnership to help their children be better prepared to learn to read and write.
- Families will advocate for their children.

Eligibility

Children must be four years of age prior to September 15th of the current school year. Pre-registration will begin in the spring for the following school year. Registration materials are available from Apple Kids or the lead four year old preschool teacher. Final registration will occur in the fall.

Educational Programs That Work

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. Support services are available to assist teachers and parents when concerns arise with students. These services include our building staff, (special education teacher, counselor, health aide, etc.) and Grant Wood Area Education Agency support staff, (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students through teacher or parent request. Working together, we can provide the best education possible for all of our children. Parents wanting access to the process should contact the principal at 438-6181.

Non-Discrimination Statement

It is the policy of the Central City Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, sexual orientation, religion, creed, age, or marital status in its educational programs or employment practices. If you have questions or grievances related to this policy please contact:

Elementary Principal or Superintendent.....400 Barber St. Central City, 438-6181

EQUAL EDUCATIONAL OPPORTUNITY

Central City Community Schools are committed to providing a pluralistic educational culture, which promotes mutual respect and acceptance among people, and in which all people are allowed to reach their fullest potential. In addition, Central City Community Schools are committed to providing an equal opportunity to all people without unlawful harassment or discrimination because of age, race, gender, ethnic origin, religious belief, physical/mental abilities, or other perceived differences.

Any form of unlawful harassment or discrimination is inappropriate, offensive, illegal, and will not be tolerated. Any student who believes he/she is being discriminated against or harassed should contact the principal or superintendent. The complaint will be investigated and handled according to Board policy and Affirmative Action guidelines. No one who complains about improper conduct will be retaliated against in any manner.

This handbook is an extension of State Wide Preschool Program policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy.

This handbook and school discipline policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and /or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year.

Important Contacts

Direct Preschool Number: 438-1710 (Please call this number with direct questions about the preschool program.)

Principal, Guidance Counselor, Elementary Office, and Superintendent: 438-6181

Apple Kids: 438-6342

Grant Wood AEA staff is available upon request.

Hours

4 year old preschool class hours are as follows:

4 year old AM preschool class: **8-11**

4 year old PM preschool class: **12-3**

Monday, Tuesday, Wednesday, Thursday

Monday, Tuesday, Wednesday, Thursday

3 year old preschool class hours are as follows:

3 year old AM preschool class: **8-11:05**

Head Start Lunch: 11:05-11:35

Monday, Tuesday, Wednesday, Thursday

Monday, Tuesday, Wednesday, Thursday

Child to Teacher Ratio

3 year-olds- 8:1

4 year-olds- 10:1

The ratios are maintained to provide the needed supervision as well as provide more chances of interaction between the teaching staff and the children. The teaching staff members are near the children at all times to gather observations, provide feedback, and create bonds with the children. The teaching staff will also work with the children in different group settings such as 1:1, small group, or large group to provide an opportunity to learn the social skills needed for different situations.

Arrival and Departure of Children

Children should **not arrive before 8:00 AM** for the morning class, in order for the teacher to ready the classroom and review the daily safety checklist for the day. Children in the **afternoon class should not arrive before 12:00 PM** in order to give Head Start children time to eat, clean up and brush teeth before the next class arrives. We welcome you to come in the classroom to drop your child off at the beginning of the day. We believe that communication with parents in person is the best form. However, to depart, staff would appreciate you waiting in your car and the preschool class will come out to you when the school day is over. Your child is not allowed to go home with anyone that is not on your Pick-Up Authorization sheet. Anyone who is unfamiliar to teaching staff, including authorized individuals, will be asked to present photo identification before a child is released to them. If your child's departure routine has changed please send a note with him/her or contact the teacher directly by phone or email so we may note the change. **If a child is not picked up by 11:10 in the morning or 3:10 in the afternoon then that child will be placed in Apple Kids if they already enrolled at the daycare and extra charges will apply. If your child isn't enrolled at the daycare than we will attempt to call and/or email. After 15 minutes the principal will be called to determine the next step in making contact or calling the authorizes for support.**

***** Please make sure that you bring your child to the classroom door when you are dropping them off at school.***

***** Morning class parents- please be mindful that the drop off time is to be 8 AM. Only the bus riders should be present in the classroom before 8:00 AM due to bus route schedule.***

***** We ask that all children in the morning class try to arrive between 8:00-8:10. All the afternoon class children arrive between 12:00-12:10.***

Transportation

Bus transportation will be provided for those 4 year-old children whose home/child care provider is on a current bus route. Please notify the school if you are interested in having your child ride the bus or check current routes.

For children who have special needs for transportation, the facility will use a plan based on a functional assessment of the child's needs related to transportation that is filled out by the child's physician. This plan will address special equipment, staffing and care in the vehicle during

transport. Any accommodations indicated in the child's Individualized Educational Program will be implemented as described.

All motor vehicle transportation provided by parents, legal guardians or others designated by parents or legal guardians will include the use of age-appropriate and size-appropriate seat restraints.

Morning class:

The morning students may ride the bus to school, but will need to be picked up by an adult at 11:00 a.m. (Please sign your child up for the bus route at the Parent Night or at the Preschool Open House.)

Afternoon class:

The afternoon students are able to ride the bus home at 3:00. There is no bus transportation to school at 12:00. (Please sign your child up for the bus route at the Parent Night or at the Preschool Open House.)

Note: Bus transportation follows the Central City School District Calendar. If an early out occurs during the school year due to Professional Development or any other reason noted by the District Calendar; the children riding the bus home will be going home at that early dismissal time unless we are notified otherwise. If there are any early outs due to Professional Development at any time the teacher(s) will notify the families in their weekly newsletters, snack calendars, and or in an email.

Daily Activities

A variety of learning activities are planned each day for the children. Classroom routines are designed to assist children in becoming independent and competent. Our classroom provides the following components:

Circle/Calendar Time: This group experience provides an opportunity for children to learn to function as part of a class. Children learn to take turns, to participate in group discussions, to follow and anticipate daily routines, etc..

Discovery/Center Time: Children select from available play/learning opportunities to gather valuable information and develop important skills that support academic success. Our classroom is organized in learning centers that provide a variety of focused activities. Interacting with other children freely can also give practice in developing strong communication skills.

Small Group Activities: This experience involves the teacher/associate working with a small number of students in a group. Children are able to receive much more of a focused and personal direction by moving through a variety of small groups. The activities will be directed toward developing both academic and social skills.

Story Time: Reading is vital to children's school success. Children are read to every day in our classroom.

Snack: Parents will asked to provide a snack one day a month for the entire class. **Please provide snacks that are healthy and prepackaged. Please follow the food group that is assigned on your child's snack day. Please do not bring any popcorn or grapes for snacks. These are choking hazards and we would like to minimize the health hazards in the classroom. No snacks may be made at home. Please do not bring in any outside food or drink unless it is your snack day.** Your child should eat before coming into the classroom because no outside drinks or food are allowed. The snack/sharing calendar will come home at the beginning of the month.

Music Time: Children will sing songs, dance/exercise to music, and play instruments throughout the year.

Sharing Bag: Your child's sharing day will be the same day as his/her snack day. Your child will be encouraged to stand in front of the class and talk about their item. They will also answer questions asked by the other children. A sharing/snack bag will come home the day before your son/daughter's sharing day.

Inclusion

The preschool program provides all children, including those with disabilities and unique learning needs, a supportive and safe environment to learn. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff is aware of the identified needs of individual children and is trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for the teachers, students, other children and their families. The preschool facilities meet the Americans with Disabilities Act accessibility requirements.

Separation from the Parent

The process of separation from the parent as the child enters and attends preschool is one of the most important accomplishments of the preschool child. At each age level, a child will react differently. As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning:

- To develop an interest in the activities of the preschool
- To feel comfortable with others at preschool
- To understand that his/her parent will come back and pick him/her up
- To understand that all parents leave their children and come back for them
- To understand that parents often must concentrate on their own interests and duties which are separate and different from those of a child
- To develop an acceptance and willingness to allow the parent an open-door policy

It is important to point out that sooner or later after the initial successful adjustment at school is made, all children want to explore the limits of not going to school. This period may occur in October or December or in spring, but it usually lasts only a short time. When this occurs, here are some suggestions that might help you handle the situation:

- Place an emphasis on what the child is doing at school rather than what your activities are while he/she is in school
- See that the child is involved in a specific activity or is in the hands of a teacher before you leave him/her
- Tell the child when you are leaving. Avoid prolonged good-byes

Ask the teacher for help in separation. We expect the crying and usually the tears for the first few weeks. ☺

Attendance

Students who are enrolled for classes in the Central City Community Schools are expected to be in school for the full session and are expected to be punctual in their arrival and departure. Students are not expected to be absent any more than is necessary for health reasons or appointments. Irregular attendance interferes with the progress of your child and others as teachers find themselves taking class time to repeat information and make adjustments for those students who have been absent. Please call your child's teacher with the reason for an absence no later than 8:30 A.M. if your child will be absent for the morning session and by 12:30 for the

afternoon session. For safety's sake, if a student is absent without notification, the school secretary/teaching staff will attempt to contact the family to verify the child's absence from school.

Discipline/Positive Behavior Support (PBS)

Central City Schools participates in a program called Positive Behavior Support. The main focus of this program is to teach behavioral expectations in a positive way.

Concern and respect for each other is the basis for discipline in the preschool program. Children usually learn to regulate their own behaviors in acceptable ways with the positive guidance of adults. As children grow, they'll be able to accept more and more responsibility for their behavior. Our behavior management methods teach children to follow directions, accept appropriate consequences, use self-help skills, be a part of a group, take turns, use problem solving techniques such as telling others how you are feeling, and work on solutions together.

The four year old preschool program does several things help guide each child's behavior. At the beginning of the year the four year old teacher reads books and discusses classroom rules and manners. After this themed unit about manners the students with the help of the teacher will form 4-5 classroom rules. These rules are posted in the front of the room and are reviewed throughout the year as needed.

In the four year old preschool program the teacher uses a compliment pyramids. These pyramids are made out of 10 objects. When the class works as a team to follow rules, work together to complete a task, or all the children are making good choices they earn an object. When they earn an object due to demonstrating pro-social behaviors, the teacher colors in one of the objects on the pyramid, once the pyramid is full the children get to come up with a list of ideas for a special day and the class votes to determine what the reward day will be.

In the four year old preschool program the teacher uses a basket, green, yellow, and red light system. All the children start in the basket. If a child is showing unwanted behavior they get two warnings. If the behavior continues the child will place their person on yellow. This results in a note, email, or phone call to parents to notify them of behavior taking place in the classroom. If the child changes their behavior then they can move their person to green, however a note or email it still sent to parents. If the child has several days in a row of being on yellow the teacher will have the child place their person on red. This will result in a conference between the teacher and parents to discuss the behavior and to decide on a plan of action to improve the child's behavior.

In the four year old preschool program the teacher has a "class pet." This is not a real pet, but we pretend it is real. At the end of each day the teacher picks a child that was demonstrating great behavior such as: following directions, listening during group, cleaning up after centers, helping their peers, or showing other pro-social behaviors. This child will "feed" the class pet and get a note that states they got to feed the class pet. This note is to encourage the students to be excited for demonstrating great decision making and pro-social behaviors, therefore we encourage the families to praise your child when they receive these notes.

In the four year old preschool program the teacher also sends home Wahoo Notes. These are simple notes that are handed out to the children that are demonstrating pro-social behaviors.

These behaviors can include but are not limited to: helping a peer, cleaning up, helping a teacher, following directions, listening to teachers, and more. We encourage the families to praise your child when you see these notes sent home as well.

Communication

Communication between home and school is an essential part of making your child's school year successful. Please feel free to contact us at any time. We are always available to answer any questions or meet with you to talk. A class newsletter will be sent home every Thursday, in your child's communication folder, telling you about the week's activities and any important upcoming dates/information. Any school or community information will also come home at that time. Please return the folder to school the following Monday.

Visiting/Volunteering in the Classroom

We enjoy visitors to our classroom and volunteers are always welcome. If you would like to visit, we would appreciate you calling or sending a note the day before. If you feel comfortable with a small group of children we would love your assistance with small group time to play games with the children or assist with projects. If you are not available during the day or are a little nervous with a group of children we would still love your involvement with your child's classroom. We often need items cut out, books put together, copies made, or other little projects completed.

For the safety of our students, if a volunteer will be working with children, he/she will be expected to execute and submit an affidavit of clearance from any and all crimes against a child or families. In addition no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children. If a volunteer works more than 40 hours per month with children, he/she will also need to provide a current health assessment, not more than one year old.

Central City Preschool invites you to become involved in one or all of the following ways, and welcomes other ideas as well.

- Support your child's daily transition to school by sharing information about your child's interests and abilities. Keeping the teacher informed of changes and events that might affect your child allows the teacher to be more responsive to your child's needs.
- Attend family meetings.
- Return all forms, questionnaires and so on promptly.
- Attend Family/Teacher conferences in the Fall and Spring semesters.
- Take time to read the family bulletin board.
- Check your child's backpack each day.
- Participate in field trip activities.
- Share some of your talents in your child's class through activities such as: reading or storytelling, cooking, art, music, sewing, crafts, hobbies, your profession, or artifacts from trips you have taken.
- Share any of your families' cultural traditions, celebrations, or customs.
- Read all the material sent home with your child.
- Come to play.

Substance Abuse

Persons under the influence of drugs or alcohol will not be permitted on the premises of the Central City Community School. At no time will children be released to a person under the influence of alcohol or drugs.

Home Visit

Home visits will be scheduled with each family at the beginning of the year. This is the time for the teacher to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child's needs. Home visits are required by QPPS. During the home visits the classroom teacher and associate will meet the child in his/her home, discuss the program, and address any questions the family may have about the program. This is a great informal way to get to know one another.

*** Please put turn off your television and put your pets away during our home visit.**

Conferences/Progress Reports

Two times each year (fall and spring semester) the preschool teacher will meet with the parents for teacher/parent conferences. At the conference the teacher will provide a written progress report. These progress reports are based upon ongoing assessment procedures that will be shared with you. We are always interested in your input regarding your child's development so that we can work together to plan a program that best meets the needs of your child.

Assessment

Your child will be assessed using formal and informal assessments throughout the school year. The purpose of the informal assessments is to inform teachers of your child's daily classroom experiences and growth throughout the school year. The formal assessment is from Gold: Teaching Strategies which assesses your child in different development areas: language, social/emotional, physical, and cognitive development.

The procedures used for teachers and associates are to gather informal assessments (observation notes) during the class day by taking anecdotal notes of your child's daily activities. Teachers look for informal assessments or observations daily throughout the school year.

The procedure used for teachers and associates is to gather formal assessments by observing your child in daily classroom activities. We do this by using the informal assessments to guide us. We also sit with your child in an one on one setting to answer and complete questions about basic skills. The formal assessments are completed three times a year: Fall, Winter, and Spring.

The procedure for gathering family input information is to have open communication with all parents and to allow the families to share any information about their child. Families will be informed about their child's assessment results during conferences and through progress reports. These take place during the Fall and Spring semester. Unless parents request being informed at an earlier date, then these will be the dates the information will be shared.

The program will use the results of your child's formal assessment to guide instruction and planning in the classroom. If staff suspects that your child has a developmental delay or other special need, this is communicated to your family in a sensitive, supportive, and confidential manner and is provided with documentation and explanation for the concern, suggested next steps, and information about resources for assessment.

Assessments used formally to support instruction are: Teaching Strategies and IGDI's for literacy.

Curriculum that is used in the classroom are: Handwriting ABC 123 Just for Me, Engage NY Math Curriculum, Teaching Strategies, and Read It Again.

Family Night

Family night is an opportunity for you and your family to come to school to participate in fun as well as educational activities. Family night will take place in March to celebrate Dr. Seuss's birthday. Teachers and associates will work together to plan the activities to meet the needs of the children and families in the classroom.

Transitions

Home-school connections are important to the transition to kindergarten or any other program, such as special education. The child's family provides the consistency and continuity necessary for a young child to be successful. Making a change from one program to another can sometimes be challenging for a young child. Teaching staff will partner with the family to make the transition as smooth as possible by connecting the family members with the next program's staff members. This event takes place in the spring during Kindergarten Round-Up. Preschool staff is available to answer any questions you may have regarding enrollment policies and procedures, program options, and inform parents of dates of Kindergarten Round-Up when students will be able to visit the kindergarten teachers for half days.

Drills

FIRE

A fire exit sign is posted in each room. When the fire alarm sounds (intermittent ringing of the alarm), all students, faculty, and staff should exit immediately by the route indicated in the room.

TORNADO

A tornado warning will be indicated by city siren or staff notification. When the tornado alarm sounds, all students, faculty, and staff should move immediately to their assigned areas.

Monthly emergency drills and evacuations are conducted and evacuation plans are posted in each classroom. In the event of a severe storm, the children will be taken to their classrooms storm shelters (interior bathrooms).

If evacuation of the building and playground were necessary, the childcare center would relocate to the Central City Elementary School Building. Notification of parents would occur via the local radio and news stations, as well as telephone when possible. Parents have one hour to pick up their children at the school after the evacuation is announced. Children should be picked up at the Central City Elementary School Building.

Preschool Security

We ask that all parents or family members arrive and depart using the front entrance of the building during regular preschool hours. Also, the preschool doors will remain locked during classroom hours except for arrival time. If you are going to drop your child off late or need to pick them up early please feel free to. Just let us know by calling 438-1710 or email the teacher so we can promptly have the door open for you.

Pets

All classroom pets or visiting animals appear to be in good health with updated vaccinations. All pets need to have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized and that the animal is suitable for contact with children. Teaching staff will supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. If your child is allergic to animals please let your teacher know so he/she will not be exposed to that animal. **Reptiles are NOT allowed in the classroom** because of the risk for salmonella infection.

Children are allowed to bring pets to school only with permission from the teacher. Pets should not be transported to and from school on school buses, but brought by a parent. Any pet brought to school must be housed in a proper cage, container, or be restrained in such a way so as to prevent harm to anyone. After viewing the pet should be taken home.

Birthdays

Birthdays are special and important occasions. Please bring prepackaged snacks for your child's birthday treats. If you have questions about how the class will celebrate your child's birthday please see your classroom teacher or associate.

Book Orders

During the year teachers will be sending home book order forms. This is an inexpensive way to build a home library collection. You are under no obligation to purchase any books. If you do wish to order, **please make a check payable to the Scholastic.**

Clothing

Please remember that young children learn best through play and hands-on activities. Dress your child in comfortable play clothes. We will do messy activities throughout each week. You may want to send an extra change of clothes to leave at school. We recommend shoes and socks for safe running and jumping rather than sandals, jellies, or dress shoes.

We will go outside everyday when weather permits. Your child needs winter clothing (hat, socks, mittens, boots, coats, snow pants) each day throughout the winter season. Please label belongings with your child's name...it helps in returning lost items. Your child has many personal items that are precious to him or her. We suggest jewelry, accessories, and other valuables stay home for complete safety.

If you know that there is a chance that your child may have an (toilet) accident please bring spare clothes for your child. We store them in a Ziploc bag labeled with your child's name.

Illness

Colds, flu and other contagious diseases seem to occur frequently and spread easily among preschool children. To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Productive cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

If these symptoms of possibly contagious conditions are observed in your child during the day, you will be called and you will be asked to pick up your child immediately. While your child is waiting to be picked up he/she will be able to lie down on a cot in the front lobby of the daycare. This will keep the other children away from the ill child and help stop the spread of the infectious disease while providing a relaxing atmosphere for your sick child.

Please do not have an ill child return until:

- Fever free for 24 hours
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage
- Strep: 24 hours after initial medication
- Chicken pox: one week after onset (or when lesions are crusted)

This will help to ensure that the illness has actually passed and that your child will be well enough to resume school activities. Please report any illness to your child's teacher so that we can post a notice of exposure for the other families. A notice will be posted when your child has been exposed to a communicable illness. We will share the signs and symptoms of the illness along with other important information regarding the illness.

Medication

Medicine can be administered at school with the completion of a medication authorization form (see your teacher for this form.) Medication can be administered to keep your child comfortable with a fever, but again the child must be removed for 24 hours if being medicated for fever. Medication with an expired date cannot be used. Prescription medications **MUST** be in their original containers. Your child will not be given medication if an authorization form is not complete. If your child received medication at home please share that information with us. If there is a change in medication also share that information, for medication may affect your child's performance in the classroom.

Potty Training

Our program encourages our students to be potty train before starting the program. When there are exceptions we follow the diaper changing procedure that the Head Start Early Childhood Learning and Knowledge Center created and it can be found

on <http://eclkc.ohacf.hhs.gov>. These procedures are posted in the preschool bathrooms for a reminder to the staff.

Here is a brief summary of the diaper changing procedure:

Step 1: Before bringing the child to the diaper changing area; perform hand hygiene and bring needed supplies to the area.

Step 2: Bring child to the changing area; keep soiled areas away from you, the child, and from areas that are not easily cleaned. Always keep a hand on the child.

Step 3: Clean the child's diaper area.

Step 4: Remove the soiled diaper and clothing without contaminating any other surfaces not already in contact with bodily fluids.

Step 5: Put on a clean diaper and dress the child.

Step 6: Wash the child's hands and return the child to the supervised area.

Step 7: Clean and disinfect the diaper-changing surfaces. If the clothing was soiled securely tie the plastic bag used to store the clothing and send it home.

Step 8: Follow hand procedure and record diaper change as needed.

Health Records

Each child's Immunization form, Physical Examination form, and Parental Emergency Medical Consent form must be completed and on file by the sixth week after school has started. If the above forms are not on file by that date, your child will not be allowed to attend the Preschool program until the paperwork is turned in.

If there are any changes during the course of the year, please contact your child's teacher immediately. If you are not available, we will call the emergency contact on your child's card.

Injury Policy

If your child is injured, regardless of the severity, an incident report will be written providing you with information regarding the location of the injury, how the injury occurred, and first aid administered by staff. After you sign the incident report and your child brings it back to school, the teacher will make a copy and place it in your child's communication folder for you to keep. It is the policy of the Preschool not to disclose the names of children who may have caused injuries to other children. This is a safeguard for each family's privacy.

When a minor accident or injury occurs, an incident report will be completed. After evaluating an injury, we may call you so that you are aware of the situation before you arrive to pick up

your child. It will then be your decision, based on the information we give you, if you would like to check the injury yourself or take the child to the doctor.

In the event of a serious injury, however, you will be contacted immediately. A serious injury would be an injury that requires a medical or dental examination and treatment outside the center's capabilities. You are required to provide emergency contact information for your child. It is important to notify your child's teacher of any changes in the emergency contact information.

Water Table

The water table is cleaned out daily. This includes the water being changed and the table is wiped out or dried out. The children are encouraged to wash their hands prior and after the usage of the table. The children are also expected to wear a vest to prevent each child from getting too wet from the usage of the table.

If your child has a cut, sore, or any other injuries to their hands we ask that you or the student to let the teacher know. It is important that the child doesn't use the table until these are healed to prevent infection or worsening of their injury.

Provision of Emergency Care

If a child is injured at Preschool, the parents are responsible for paying the medical bills for the treatment received.

Reporting Child Abuse

We understand that young children get bumps, bruises and scrapes as part of growing up. It is important, however, that you tell your child's teacher about any unusual injuries or conditions, as staff members are required by law to report any suspicion that someone may have purposely hurt your child.

Weather:

The weather conditions determine if we are able to go outside on a daily basis. We follow the Child Care Weather Watch Chart along with what precipitation we are seeing outside. If there is heavy falling snow or rain we do not go outside. If it is light snow or sprinkles we may go outside depending on air temperature. We also take in consideration illnesses in the classroom and if all the children all have the appropriate outdoor clothing for the weather elements. We are looking out for the overall safety and well-being of all the children in our classroom.

Inclement Weather

If you are concerned about the weather, you may check for school cancellations or delays via the radio, one call system, or television. If inclement weather (heat, snow/ice, fog, flooding, power outage) causes a school delay/cancellation prior to the start of school students and parents are notified over the KCRG radio (1600 AM), TV stations (channels 2,7,9), or through the Central City One Call System. We will follow the decision of Central City Community Schools. **On days of 1 or 2 hour delays, there will NOT be a morning Preschool class. If school is dismissed early (after the school day has started), there will NOT be an afternoon class.**

Field Trips

Parents will be notified of upcoming field trips through newsletters and classroom signs. A permission slip will be sent home at least a week before the field trip and the child will not be allowed to attend the field trip unless the form has been signed by a parent or legal guardian and returned to the teacher. These notices will specify where the children will be going, how they will be transported, and the time and date of the trip. Teachers will always take a cell phone, first aid bag, and the children's emergency consent information. Children will be transported by District School Buses.

Field trips vary from year to year. When planning field trips we take in many things into consideration such as classroom size, volunteers, and the children's social skills.

We typically take walks in town. Some of these walks are planned and volunteers maybe needed. We do take nature walks on the trail as well. During these walks we may not need volunteers. The teacher will let you know when volunteers are needed.

Child Care

Child care may be available on a limited basis to families in need of these services at Apple Kids Childcare. Please contact the daycare's director regarding your interest in child care as soon as possible to determine availability

Winter Caroling:

The parents will be invited to come in and hear our caroling songs or to join us caroling during the Winter season. These are winter related songs rather than holiday related songs. During this event grandparents can come to hear the children carol to them. This is an informal way to get the parents participating with the children as well as allow the parents and children to share a common experience. We are trying to expose the children to different social situations they may face in the future without overwhelming them.

View details of this event in the November or December newsletters. If you have any further questions see your teacher.

Graduation and Party

The four year old preschool program will have a graduation ceremony and party at the end of the school year. **If your child has 20 or more absences that child may not be able to attend the ceremony.** This ceremony takes place in the preschool classroom. Further information is released in late April. **If you have any questions about this event after invitations are sent out please feel free to talk with the four year old preschool teacher.**

Toys/Personal Belongings

Please do not allow your child to bring any toys or personal belongings that are not required at school. **If it is a special day the teacher will always write a note home in advance to notify**

you of any exceptions to this rule. We do not want any toys lost or stolen. This also eliminates any outside distractions.

If it is your child's snack day they are allowed to **bring only one toy to share** with the class. Please remember not to bring any toys that are highly valuable to your family or child.

District Calendar

The preschool follows the Central City Community School District calendar when it comes to days off due to PD days, holidays, or other days off. If there are any early outs due to Professional Development or noted on the district calendar, this will not influence the afternoon class unless your child will be a bus rider. See the teacher if you have any further questions.

Conference times will not be the same as Central City District's conferences. You will get further information about your child's conferences by form of email or papers that come home in the Thursday take home folders.

The teacher will let you know of any events (conferences, graduation, field trips, etc.), no school days, and more in the weekly newsletters.

Notes