



Iowa City Community School District

Child-Centered: Future Focused

Preschool Program

Parent Handbook 2018-19



Welcome from the Iowa City Community School District Preschool Program Staff

Dear Families,

Welcome to the Iowa City Community School District Preschool Program. We are looking forward to a successful year of learning and growing with you and your child. The ICCSD's Statewide Voluntary Preschool goal is to provide high quality preschool to meet the individual needs of ALL children.

An essential component of the Iowa City Community School District Preschool Program is the strong, developmentally appropriate instruction delivered by talented teachers certified in early childhood and early childhood special education. Preschool classrooms are also supported by paraprofessionals who meet the State of Iowa standards for Highly Qualified Paraprofessionals.

We recognize the importance of family involvement and the valuable contribution it makes to the success of our preschool programs. We welcome and encourage your participation throughout the year as a member of your child's preschool classroom.

All programs use the state and district approved, research-based curriculum and assessment, and are accredited through the Iowa Quality Preschool Program Standards administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations for student learning and instructional practices.

We have prepared this Parent Handbook to provide you with information about the district's preschool programs. This handbook should help answer your questions. If you have any additional questions, please contact your child's teacher.

Sincerely,

ICCSD Preschool Staff



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Philosophy

We recognize that children come to preschool with different strengths, abilities, backgrounds and interests. We know that children develop at different rates and are ready to engage in learning experiences at various times and levels. Our preschool program provides a climate that allows children to develop and learn at their own pace and in their own way, yet is both supporting and individually challenging. Our program is designed to provide an environment in which children experience success and become well-rounded, self-confident individuals.

We value and understand the critical importance of play in preschoolers learning. Play is embedded throughout the preschool day as a key component of instruction and learning. Through play, children develop social and cognitive skills, emotional skills, and gain the self-confidence required to engage in new experiences and environments.

In our preschool setting, we strive to provide activities that are both age appropriate and individually appropriate. We understand and keep in mind the typical sequence of development of children within an age span as we plan our environment and activities for our children. We also understand and keep in mind the uniqueness of each child as we plan experiences that match each child's developing abilities. The environment is designed to allow for participation by each child at his/her own individual developmental level. Staff members act as facilitators in fostering each child's learning.

Goals

For Students:

- Children will show competency in social/emotional, physical, cognitive, and language development skills
- Children will be enthusiastic and curious learners
- Children will be safe and healthy

For Families:

- Families will feel welcome in the classroom and school
- Families will work with the school in a meaningful partnership to help their child learn school readiness skills
- Families will advocate for their child



District Preschool Program Locations

Alexander Elementary 3571 Sycamore St., Iowa City (319) 688-1095	Penn Elementary 230 N. Dubuque St., North Liberty (319) 688-1150
Borlaug Elementary 1000 Kennedy Pkwy., Coralville (319) 688-1155	Shimek Elementary 1400 Grissel Pl., Iowa City (319) 688-1160
Coralville Central Elementary 501 6th St., Coralville (319) 688-1100	Twain Elementary 1355 DeForest Ave., Iowa City (319) 688-1165
Hoover Elementary 2200 E. Court St., Iowa City (319) 688-1110	Van Allen Elementary 170 Abigail Ave., North Liberty (319) 688-1185
Kirkwood Elementary 1401 9th St., Coralville (319) 688-1120	Weber Elementary 3850 Rohret Rd., Iowa City (319) 688-1170
Longfellow Elementary 1130 Seymour Ave., Iowa City (319) 688-1135	Wood Elementary 1930 Lakeside Dr., Iowa City (319) 688-1180

Community Partner Preschool Program Locations

Frog Hollow Kid Campus 410 N Front St, North Liberty (319) 626-3175	Broadway Neighborhood Center 2105 Broadway St, Iowa City (319) 354-7989
Frog Hollow Kid Campus 1085 W Penn St, North Liberty (319) 626-2425	Pheasant Ridge Neighborhood Center 2651 Roberts Rd, Iowa City (319) 354-2886
Handicare, Inc 2220 9th St, Coralville (319) 354-7641	Stepping Stones Preschool 3001 Muscatine Ave, Iowa City (319) 338-8534



Schedule and Procedures

Yearly Calendar:

- The Preschool program follows the Iowa City Community School District calendar. The Preschool start date is dependent on the school district's calendar and may differ for morning and afternoon sessions. **Start Date for the 2018-19 school year for both AM and PM programs will be Wednesday, August 29th.**

Days Open:

- ICCSD AM Preschools are open Monday - Friday, on district school days. ICCSD PM Programs are open M, T, W, and F. There is no PM session on Thursday due to the district's early release schedule. The Preschool program follows the ICCSD calendar. Late starts and early releases due to weather will not be rescheduled.
- Unscheduled No-School Days - the preschool program will not be open when school is cancelled due to inclement weather, blizzards, electrical problems, heating failure, water main breaks, etc.
- Unscheduled School Delays – the AM preschool program will not be open if school is delayed due to inclement weather, blizzards, electrical problems, heating failure, water main breaks, etc.
- Unscheduled Early Dismissal Days – the PM preschool program will not be open when school is dismissed early due to inclement weather, blizzards, electrical problems, heating failure, water main breaks, etc.

Hours Open:

- The half day preschools are open daily, 7:55 am – 10:45 am, M-F or 12:00 pm – 2:55 pm, M,T,W,F (not open on Thursdays)

Arrival and Departure Procedures:

- At arrival, children must be personally brought to the preschool staff members by the child's parent or designated adult, either outdoors or indoors, as arranged by each school. Parents or designated adults must stay with their child until they are met by their teacher or designated school staff member. Children may not arrive early to play on the playground with older children. At departure, children must be met by their parent or designated adult, either outdoors or indoors as arranged by each school, at the designated preschool time.

Preschool Closing Time

- The Preschool program reserves the right to suspend the child from the program if three late pick-ups occur.
- If the parent is running late and will not be on time for pick up, parents are asked to notify the elementary school office.



Absences

- Parents are to notify the school office in advance, if their child will not be attending the preschool program because of scheduled appointments, vacations, or other planned absences.
- Parents are to call their child's school by 7:45am for the morning or 11:45am for the afternoon session, if their child is ill and not coming that day.
- Parents are to call the school office by 7:45am or 11:45am, if their child will be coming late on a particular day, to let the school know their child's plans.

Attendance Policy

The Iowa Department of Education has amended the Iowa compulsory attendance law regarding attendance for students enrolled in preschool effective July 1, 2013. The law allows school districts to remove from its enrollment a child who is not regularly attending the district's program. The ICCSD Preschool program follows the ICCSD attendance policy.

Release of Children

- Children will leave the preschool program according to the instructions provided by the parent in PowerSchool.
- Children will be allowed to leave with persons other than the parent only if permission has been given to the school in writing or by direct phone call by the parent to the school office.

District Preschool Health Information - Parent Procedures

- If a child has a known medical condition (asthma, diabetes, seizure disorder, etc.) parents are to be sure the preschool knows what to do if a problem should occur during program hours. Parents need to be sure that medication is available and that the appropriate forms for its use have been completed. If medication is to be kept at the preschool for treatment of a chronic condition, no more than one month's supply should remain at the preschool at any time.
- No over-the-counter medication may be administered, unless a written authorization form from the child's physician is on file at the preschool.
- If a child has any one of the following conditions, the child's parents will be notified to pick up their child immediately: contagious disease, fever over 100 F, vomiting or diarrhea, accident requiring medical attention. Children **must be free of symptoms, without medication, for 24 hours prior** to returning to the preschool program.
- Parents are to let the school know if and when their child is exposed to any communicable disease. The school will, likewise, will notify parents if their child is exposed to any communicable disease while at school.
- Incidents resulting in injury to a child will be reported immediately to parents on the day of the incident and shall be provided in writing to parents or to the person authorized to pick up their child from the center. The written report will be prepared by the teacher and a copy shall be retained in the program.



- In serious cases of accident or illness, parents will be called immediately. Parents are responsible for all expenses incurred related to the incident.
- The preschool program will provide a quiet area under supervision for a child who appears to be ill or injured. The parents or a designated person shall be immediately notified of the child's health status.
- Staff will follow the Universal Precautions Policies when dealing with routine care and emergencies.
- Staff will follow hand washing policies when entering the program, when helping in the bathroom, before and after handling food, after holding animals, and when they leave the program.
- Outdoor play does not occur when the temperatures (including wind chill) fall below 15 degrees Fahrenheit. This temperature degree differs from the district temperature guideline, as it applies to the younger preschool age group, under childcare health guidelines.
- The preschool program will ensure that all staff members demonstrate clean personal hygiene sufficient to prevent or minimize the transmission of illness or disease to other children or staff in the program. Paper towels and soap will be available for use. Children's hands will be washed at the following times:
 - immediately before eating or participating in any food service activity
 - after using the restroom
 - after handling animals

Parent Involvement/Visitors and Observations

- Parents are welcome to observe and participate with us at preschool. Please call us to schedule the visit. In this way, you can let us know if there is a special day or time you would like to join us, and we can then assure that you will see activities you are particularly interested in.
- For liability and insurance reasons, it is not possible for children who are visitors to the program to take part in activities, unless accompanied by their parent or guardian throughout their visit.
- Community members, e.g. University of Iowa students, who are screened by the teacher and through the ICCSD Volunteer process are welcome to observe in the preschool program.

Program-Wide Positive Behavior Intervention and Supports (PW-PBIS)

All ICCSD preschool programs and community partner sites implement PW-PBIS to promote positive social-emotional and behavioral development for all students by creating a positive, safe, and nurturing learning environment. PW-PBIS is an approach to creating a positive and safe climate in which children can learn and grow. Our ICCSD preschool teachers, staff, and family members work together to teach and support positive and effective child (and adult!) behaviors, promote children's social and emotional development, and address challenging behaviors and mental health needs of young children. This approach provides research-based



practices to ensure a healthy foundation for future success.

Our preschool programs have established expectations for all students:



Expectations are taught, modeled, and reinforced throughout the preschool day through whole group, small group, and individualized activities. Students are taught What to Do (Use walking feet) not What Not to Do (Stop running).

Additional Policies and Procedures

Home Visits

Preschool teachers complete home visits with the families of children in the preschool program. As part of the district's statewide preschool program, home visits are typically planned to occur prior to the beginning of the school year. This provides a time for the child's preschool teacher to get to know the preschool children and for parents to meet the teacher in an individual, informal setting.

Home Visits provide an opportunity for the teacher to become acquainted with and learn from the family about their family structure, goals for their child, and other information families wish to share about their backgrounds.

Home Visits also provide a time for teachers to share information about preschool, the elementary school, and the school district. Teachers are happy to answer parent questions about the program, and share information, such as the district school calendar, information about the curriculum, policies and procedures, and individual information pertaining to their child's classroom.

Parent/Teacher Conferences

Parent/teacher conferences are held twice a year, as a part of the ICCSD parent/teacher conference schedule. Conferences are held in the late fall and again in February and March.



Conferences provide opportunities for teachers and parents to share information regarding their child's development, as well as to learn about the child's activities and approach to learning in the classroom.

The preschool program follows their school's process for scheduling conferences. There are district days and evenings set aside for conferences, and parents may select a time for their child's conference within that time frame.

Snack

The ICCSD Preschool Program partners with HyVee Food Stores to provide preschool snacks. Snack menus are developed according to district and federal food program guidelines and standards. A snack will be provided daily and made available to all students.

When food is served to students in the classroom as a snack, birthday treat, or during a classroom celebration, the following rules apply (ICCSD Wellness Policy 507.9):

- allow only fresh fruits/vegetables or purchased foods with the ingredients listed (no homemade foods).
- allow only foods that meet the Healthy Food Guidelines/ Smart Snacks. (the only exception to this would be food-tasting related to district-approved curriculum lessons)
- not allow foods with peanuts or peanut butter, or foods that were made in a factory where cross-contamination may occur.
- food that does not meet the guidelines will be sent home.
- a list of acceptable foods (Healthy Food Guidelines/ Smart Snacks) will be made available to parents and teachers at the beginning of the school year.

Field Trips

Field trips may be scheduled throughout the year as a part of the preschool program.

- Field trip permission forms must be completed and signed by parents preceding each field trip.
- The permission form will state the destination of the field trip, the purpose of the field trip, the times of departure and arrival back at the program, and any other special information concerning the trip.
- Field trips may be neighborhood or nearby walking trips. Others may require use of transportation, either by district school bus or public transportation.
- Parents are welcome and encouraged to join their child's preschool class on field trips.
- Emergency Situations: In the event of emergency evacuations while away from the program, the staff will direct the children to the nearest emergency shelter until situations are cleared.



Administration of Medication

The school district guidelines must be followed in order for your child to receive any type of medication at school:

- Whenever your child is to be given any kind of medication, whether prescription or over the counter medicine, the parents/guardians must provide the school the correct, completed and signed district medication parent authorization form.
- All medication authorization forms must be completed and turned in to school before medication may be given. All medications must be provided in the original containers or a duplicate original container. Other containers will not be accepted.
- Medications given on a daily basis for special reasons must have a medication authorization form signed and renewed monthly.
- Medications will be given by staff who have been trained by the district nursing staff to administer medications. The trained staff members will record medicines given, showing the child's name, medication given, dosage, date and time. If it is not given, staff will record the reason it was not given and will notify the parents.

Personal Property

- Parents are asked to help their children understand that they may not bring toys, gum, food, money or other items not necessary for school activities to preschool. Toys may be brought as a part of sharing time, if planned by the teacher.
- Parents are asked to put their child's name on clothing, boots and other items that might stay at preschool.
- The preschool children play outside daily (unless the wind chill factor falls below 15 F).
- Parents are asked to help their children select weather appropriate clothing (boots, snow pants, mittens, sweaters, etc.). It is better to send too many outdoor clothing items, than to not send enough. The teachers and staff will dress the children appropriately for the weather as it occurs during the day.
- If children have something special to share, parents are asked to please let their child's teacher know. Teachers will be happy to help children show and explain their sharing to others, as children are encouraged to share their experiences with each other.

Severe Weather Drills

Fire drills and tornado drills are practiced monthly in all preschool classrooms in accordance with the Iowa Quality Preschool Program Standards.



ICCSA Preschool Program Contact Information

District Preschool Staff

Jay Beaver, Preschool Support Lead Teacher

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(319) 688-1230

Randi Kimm, Preschool Program Secretary

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(319) 688-1230

ICCSA Webpage – www.iowacityschools.org



IOWA CITY
COMMUNITY
SCHOOL DISTRICT
Child-Centered : Future-Focused

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or 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 Kingsley Botchway II, Director of Equity, 1725 N. Dodge St., Iowa City, IA 52245, (319) 688-1000, botchway.kingsley@iowacityschools.org.



Appendix A

Creative Curriculum Objectives for Development & Learning

Social–Emotional

1. Regulates own emotions and behaviors
 - a. Manages feelings
 - b. Follows limits and expectations
 - c. Takes care of own needs appropriately
2. Establishes and sustains positive relationships
 - a. Forms relationships with adults
 - b. Responds to emotional cues
 - c. Interacts with peers
 - d. Makes friends
3. Participates cooperatively and constructively in group situations
 - a. Balances needs and rights of self and others
 - b. Solves social problems

Physical

1. Demonstrates traveling skills
2. Demonstrates balancing skills
3. Demonstrates gross-motor manipulative skills
4. Demonstrates fine-motor strength and coordination
 - a. Uses fingers and hands
 - b. Uses writing and drawing tools

Language

1. Listens to and understands increasingly complex language
 - a. Comprehends language
 - b. Follows directions
2. Uses language to express thoughts and needs
 - a. Uses an expanding expressive vocabulary
 - b. Speaks clearly
 - c. Uses conventional grammar
 - d. Tells about another time or place
3. Uses appropriate conversational and other communication skills
 - a. Engages in conversations
 - b. Uses social rules of language



Cognitive

1. Demonstrates positive approaches to learning
 - a. Attends and engages
 - b. Persists
 - c. Solves problems
 - d. Shows curiosity and motivation
 - e. Shows flexibility and inventiveness in thinking
2. Remembers and connects experiences
 - a. Recognizes and recalls
 - b. Makes connections
3. Uses classification skills
4. Uses symbols and images to represent something not present
 - a. Thinks symbolically
 - b. Engages in sociodramatic play

Literacy

1. Demonstrates phonological awareness
 - a. Notices and discriminates rhyme
 - b. Notices and discriminates alliteration
 - c. Notices and discriminates smaller and smaller units of sound
2. Demonstrates knowledge of the alphabet
 - a. Identifies and names letters
 - b. Uses letter–sound knowledge
3. Demonstrates knowledge of print and its uses
 - a. Uses and appreciates books
 - b. Uses print concepts
4. Comprehends and responds to books and other texts
 - a. Interacts during read-alouds and book conversations
 - b. Uses emergent reading skills
 - c. Retells stories
5. Demonstrates emergent writing skills
 - a. Writes name
 - b. Writes to convey meaning

Mathematics

1. Uses number concepts and operations
 - a. Counts
 - b. Quantifies
 - c. Connects numerals with their quantities



2. Explores and describes spatial relationships and shapes
 - a. Understands spatial relationships
 - b. Understands shapes
3. Compares and measures
4. Demonstrates knowledge of patterns

Science and Technology

1. Uses scientific inquiry skills
2. Demonstrates knowledge of the characteristics of living things
3. Demonstrates knowledge of the physical properties of objects and materials
4. Demonstrates knowledge of Earth's environment
5. Uses tools and other technology to perform tasks

Social Studies

1. Demonstrates knowledge about self
2. Shows basic understanding of people and how they live
3. Explores change related to familiar people or places
4. Demonstrates simple geographic knowledge

The Arts

1. Explores the visual arts
2. Explores musical concepts and expression
3. Explores dance and movement concepts
4. Explores drama through actions and language

English Language Acquisition

1. Demonstrates progress in listening to and understanding English
2. Demonstrates progress in speaking English

