



Iowa City Community School District

Child-Centered: Future Focused

Preschool Program Addendum to Elementary Handbook 2021-22



Welcome from the Iowa City Community School District Preschool Program

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's 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, play-based 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 Handbook Addendum 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 Early Childhood Staff



In addition to your [Elementary Handbook](#) the following schedule and procedures are unique to the preschool program:

Hours of Service:

- AM Program: 7:55-10:45 a.m. M-F
- PM Program: 12:00-2:55 p.m. M,T,W,F (*NO pm preschool on Thursday afternoons*)

Yearly Calendar:

The Half Day Preschool program follows the [Iowa City Community School District Calendar](#) with the following adjustments:

- August 23-27th: Virtual Home Visits (scheduled individually)
- August 30th: Preschool start date
- November 11 & 17: Parent teacher conferences (no school for students)
- February 24th & March 1: Parent teacher conferences (no school for students)
- May 25th: Last day of preschool

Attendance Policy: [Elementary Parent Handbook](#)

A four-year old enrolled in the Statewide Voluntary Preschool Program (SWVPP) is of compulsory attendance age unless the child’s parent submits written notice to the district of the intent to remove the child from the program ([Iowa Code 299.1A](#)). Compulsory attendance is outlined in the elementary handbook.

Illness Policy: [Elementary Parent Handbook](#)

Ratio of Staff to Children:

There must be at least one teacher present in a classroom during the instructional time. A minimum of one staff member and one teacher shall be present when 11 to 20 children are present. There shall be no more than 20 children per classroom ([Iowa Code 16.3\(2-3\)](#)).

School Day Schedule:

- [100 % Online Preschool Student Schedule](#)
- [Onsite Preschool Student Schedule](#)

Arrival and Departure Procedures:

Due to COVID-19, children will be asked to arrive at staggered times. This will be arranged by the preschool staff. 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, outdoors as arranged by each school, at the designated preschool time. For children who are eligible to ride the school bus, a district staff member will meet them at the bus and escort them to the bus at the end of the school day.

Fees/Supplies:

Statewide Voluntary Preschool Programs (SWVPP) are funded by the Iowa Department of Education and



are provided at no charge to families. This includes supplies. ICCSD provides supplies for all students. If families wish to donate supplies to the preschool program, that is fine, but not required.

Virtual Home Visits:

Virtual Home Visits provide an opportunity for the teacher to orient the family to preschool. It is a time 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. Virtual 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. Preschool teachers will connect with families individually to schedule home visits.

Snack:

The ICCSD Preschool Program provides preschool snacks for students onsite. 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.

Diapering Procedure:

ICCSD follows the following procedures for diapering:

For children who are unable to use the toilet consistently, the program makes sure that:

- a. For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit.
- b. Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

Staff check children for signs that diapers or pull-ups are wet or contain feces

- c. at least every two hours when children are awake and
- d. when children awaken.
- e. Diapers are changed when wet or soiled.
- f. Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
- g. Each changing area is separated by a partial wall or at least three feet from other areas that children use and is used exclusively for one designated group of children.
- h. At all times, caregivers have a hand on the child when being changed on an elevated surface.

In the changing area, staff

- i. post changing procedures and
- j. follow changing procedures
- k. These procedures are used to evaluate teaching staff who change diapers.
- l. Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
- m. Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g. a step can).



- n. Containers are kept closed and
- o. are not accessible to children.
- p. Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.

ICCSD Early Childhood Contact Information

Tammy Woodring, Program Secretary
woodring.tammy@iowacityschools.org
(319) 688-1230

ICCSD 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 Eric Howard, Director of Equity and Employee Relations, 1725 N. Dodge St., Iowa City, IA 52245, 319-688-1000, howard.eric@iowacityschools.org.

