**St. Paul Lutheran**

**Preschool**



**Parent Handbook**

**2018-2019**

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*Thank you for taking time to read all of the policies set forth in this handbook. All policies were written with safety and caring in mind. Please feel free to ask questions if there is something you do not understand. If you require any assistance to read or translate this handbook, let us know as we have resources available to assist you.*

**INTRODUCTION**

**Mission Statement**

Love the children, teach God’s wonders and discover the love of learning.

**Program Philosophy**

St. Paul Lutheran Church is dedicated to “Knowing Jesus, Telling about Jesus, and Loving as Jesus Loves”. Reflecting that mission, St. Paul Lutheran Preschool seeks to instill within each child an assurance that he/she is a lovable and capable child of God. This is accomplished through a loving and caring Christian environment, which invites independent and group learning through exploration, interactive play and developmentally appropriate practices.

**Non-Discriminatory/Special Needs Policy**

St. Paul Lutheran Preschool will prove to be a valuable asset to the needs of our members as well as to the community. St. Paul Lutheran believes in Christ’s great commission by reaching out to all people to bring them to faith in Christ. Therefore, St. Paul Lutheran Preschool will welcome all into the community of faith and will reach out in hospitality and service to assist and embrace any race, color, national/ethnic origin and religious affiliation. While our program is not currently fully accessible for physical disabilities, our staff will make every effort to make reasonable accommodations for various disabilities upon formal request to the Director. St. Paul Lutheran Preschool will be a safe and clean environment displaying respect for all people.

**OPERATIONAL INFORMATION**

**Address Phone and Fax Numbers**

St. Paul Lutheran Preschool Preschool Office: (712) 487-3960

12 ½ Park Street, Box O Church Office: (712) 487-3880

Treynor, Iowa 51575 Church/Preschool Fax: (712) 487-3879

**Website, Email Address**

St. Paul Lutheran Preschool Website**:** www.treynorpreschool.com

St. Paul Lutheran Preschool Email: preschool05@frontiernet.net

**Operating Hours**

* Preschool morning classes will be held from 8:30 a.m. to 11:15 a.m. with afternoon classes from 12:15 p.m. to 3:00 p.m.
* Extended Preschool operates from 7:00-8:30 a.m. and 11:15 a.m.-5:45 p.m.

**School Closings**

St. Paul Lutheran Preschool will follow the decision of the Treynor School. In the event of bad weather, school closings will be announced on radio stations KMA (960 am), KFAB (1110 am) as well as the websites of these television stations: KMTV3, KETV7 and WOWT6.

For weather-related late starts by the Treynor School, morning Preschool will not be conducted. However, the afternoon Preschool will be in session at its regular time. Extended Preschool will open upon the start of the Treynor School day. Lunches must be ordered at that time. (i.e., If Treynor begins at 10:30; Extended Preschool will also start at that time. If a child is to have a lunch at Extended Preschool, staff must be notified by the 10:30 start time.) If the student does not attend Extended Preschool on late start days and is contracted for that day, the charges will still apply as indicated on the contracted agreement.

The public schools have many early-outs, late-starts, and no school due to Professional Development/Teacher In-service days. St. Paul Lutheran Preschool and Extended Preschool will be in session on those days.

**Facility and Grounds Policy**

St. Paul Lutheran Preschool and St. Paul Lutheran Church facilities and grounds are off limits for tobacco and nicotine use including but not limited to cigarettes, cigars, chewing tobacco, snuff, pipes, snus, Electronic Smoking Devices (ESD) and nicotine products that are not Food and Drug Administration (FDA) approved for tobacco cessation. This requirement extends to students, employees and visitors and is applicable at all times, including St. Paul Preschool sponsored and non-St. Paul Preschool sponsored events. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco/nicotine product or leave the Preschool/Church premises immediately. It is the responsibility of the administration/upper management to enforce this policy.

**TUITION INFORMATION**

**Pre-registration Fee**

The $25.00 registration fee, per child, is non-refundable. St. Paul Lutheran Church members may deduct the registration fee, per child, from the first month’s tuition.

**Enrollment Tuition**

Our tuition is based on the whole school year from September to May, not on a daily fee. We even it out for monthly installments. There will be no reduction in tuition for scheduled holidays, conference days, snow days or absences.

 **Three- & Four-Year-Old Preschool (**Tuesday/Thursday**)**

Payable in 9 monthly installments of $110.00/month beginning in September and concluding in May.

**Four- & Five-Year-Old Preschool (**Monday/Wednesday/Friday**)**

Payable in 9 monthly installments of $160.00/month beginning in September and concluding in May.

**Four- & Five- Year-Old Preschool** (Monday/Tuesday/Wednesday/Thursday/Friday)

Payable in 9 monthly installments of $270/month beginning in September and concluding in May.

**Extended Preschool Program**

Rate varies according to service provided. See agreement details found in enrollment packet. Contracts will be issued/reissued each month.

Occasional use, no contract: $30 per day due the day of the use.

**Payment Policy**

Charges for Preschool tuition are specified on the financial agreement in the enrollment packet. It is the parent’s responsibility to make payment in a timely manner as no monthly statements will be sent out for the Preschool tuition.

Charges for the Extended Preschool program are specified on a separate financial agreement. Monthly statements WILL be sent at the beginning of each month.

We will accept cash, check, money order or electronic transfer for payment. All charges for the month are due the first week of that month payable to: St. Paul Lutheran Preschool. If you need a receipt, one may be requested from the Administrative Assistant or Director. Families will be notified in writing of any fee changes at least 30 days in advance.

**Financial Assistance Program**

St. Paul Lutheran Preschool Financial Assistance Program was established to provide a sliding-scale tuition assistance for children of Preschool families. The assistance is for Preschool tuition, and does not cover Extended Preschool cost. The sliding-scale is based on the year’s poverty guidelines established by the Department of Health and Human Services. The amount of assistance is based upon two factors: the need of the family and the available funds for the year. Applicants will need to provide their gross monthly income and the first two pages of the most current income tax return with W-2. Please ask any staff member or Governing Board member for details.

**Late Fees**

If the tuition fee has not been paid by the 15th of the month, the Administrative Assistant will send a letter assessing a $10.00 late fee, requesting payment by the 30th of the month.

If the fees are not paid by the end of the month, tuition is considered delinquent. If unusual circumstances arise, please visit with the Director to explain the situation.

In the event a check is returned by the bank, an additional fee of $25.00 will be assessed. After a second occurrence, tuition will be accepted only in cash.

**Late Pick Up**

Please call in regard to picking up a child later than the end of class time. If the Preschool is not informed of a late pick up, there will be a charge of $1.00 per minute past the child’s program time. This also applies to the Extended Preschool. Please notify the Preschool if your arrival time will be past the 5:45 closing. The charge will be $1.00 per minute if we do not receive prior notification. Thank you for your cooperation.

**HEALTH AND NUTRITION**

**Required Immunizations/Annual Physical**

State law requires that each child enrolled shall have an annual physical check-up. A report of this examination and an up-to-date immunization record must be completed by a health care official and returned prior to the first day of class. The signed current immunization record and physical form must be on file **before** the child attends the center. This is in accordance with the State of Iowa licensing regulations.

**Sick Policy**

The staff will do a daily health check upon arrival of each child before the accompanying adult leaves. This is merely a quick visual observation detecting any possible signs or symptoms of illnesses. The Director, attending staff and the accompanying adult will mutually discuss any possible illness. The Director and the attending staff reserve the right to have the final determination to allow a child to remain at the Preschool or to be sent home with the accompanying adult. The following symptoms could require evaluation by a primary care provider:

* Fever, lethargy, irritability, persistent crying, difficult breathing, or other manifestations of possible severe illness
* Rash with fever and behavioral change
* Tuberculosis that has not been evaluated
* Scabies
* Persistent cough with inability to practice respiratory etiquette

Please call the Preschool office to notify us if your child is ill and if his/her illness is contagious. They should not be sent to Preschool if any of the following symptoms are present:

* Temperature of 100 degrees or more within 24 hours before Preschool (without taking a medication to bring down the fever)
* Vomiting within 24 hours before Preschool
* Diarrhea within 24 hours before Preschool (without taking medication)
* Rashes
* Head lice or nits (must be treated and excluded for one day and the Preschool must be notified)
* Any contagious disease

If your child is diagnosed with a communicable disease, please report it to us immediately (within 24 hours please). This is for the safety of all children. The name of the student having the disease will not be disclosed. The diagnosis of the communicable disease will be posted on the parent information board, on the doors to the facility and through email notification. Only the illness will be disclosed not the name of the infected child.

If children become ill at Preschool, we will isolate them and make them as comfortable as possible until the parent or an authorized person can come for them. Parents are asked to have their child picked up as soon as possible after they have been alerted to the signs of the illness. We are unable to care for children when they are ill, so we encourage you to have a back-up provider. Please make sure that St. Paul Lutheran Preschool has current phone numbers and emergency contacts in case your child should get sick at school.

**Allergies / Dietary Needs**

Please let the Preschool staff know if your child has allergies, special dietary needs, or has other triggers that may upset their system. We keep a secure yet accessible list posted in our classroom and in the kitchen. Our desire is to meet the needs of every child.

**Allergy/Nut Policy**

St. Paul Lutheran Preschool has recognized the seriousness of how food allergies can cause severe and even life-threatening conditions for some children. Having this policy in place will help us reduce the risk to children and adults who may suffer an anaphylactic reaction if exposed to a particular allergen. Anaphylactic Reaction is a severe, potentially life-threatening allergic reaction. It can occur within seconds or minutes of exposure to an allergen (i.e., peanuts or bee venom). Anaphylaxis requires an immediate trip to the emergency department and an injection of epinephrine. If anaphylaxis isn’t treated right away, it can lead to unconsciousness or even death.

In an effort to help keep all our children safe, St. Paul Lutheran Preschool will strive to eliminate those foods that have been determined to cause allergic reactions in children. While considering all the options to manage food allergy exposure at St. Paul, we realized that any compromise to this policy would present an increased safety risk. Therefore, we are asking for everyone’s cooperation and effort in making the Preschool environment as allergy safe as possible. It should be noted that whenever providing any treats for a classroom, we ask you to please contact the classroom teacher for information about allergies. Together each student, teacher and parent can join the Preschool in striving to make it a safe place for children and adults who have food allergies. We thank you for your cooperation and compliance.

Nut allergies appear to be one of the most common allergies among society today. Even though we cannot guarantee a completely nut-free environment, St. Paul will aim to manage such an environment to the best of our ability. The following information provides guidelines in everyone’s effort to help manage a nut safe environment for those having a nut allergy.

Parents:

We ask that parents be conscientious when food is being brought into the Preschool by examining labels. Foods sent in for snack, lunch or special events should be carefully checked to make sure they are nut free. Items are unsafe for the Preschool if the labels read:

* Not suitable for nut allergy sufferers
* This product contains nuts.
* This product may contain traces of nuts.
* Made in a facility that also handles nut and/or tree nut ingredients.

We realize that peanut butter is a favorite food for children. However, we ask that you enjoy it at home rather than bringing as a food item for lunch or snack. The Preschool provides WOW butter, a soy-based product, or Sun butter as a substitute for peanut butter. Staff will be monitoring all food items. Lunches or treats brought from home will be inspected by the staff for any contents containing nuts. If staff finds or questions an item that might be linked to nuts, parents will be called, and if necessary, the Preschool will replace the item with the appropriate kind of food. Thanks for your compliance in helping us keep all of our precious children safe.

Children:

All children are regularly reminded about the good hygiene practice of washing hands before and after eating which helps reduce the risk of secondary contamination. Likewise children are reminded and carefully supervised to minimize the act of food sharing with their friends. The staff will guide the children on how to take responsibility for identifying safe foods and to be aware of risks.

Health Plans:

St. Paul Preschool will have individual health plans indicating allergy triggers and necessary medication for each child with allergies. Medication will be stored, administered and documented in accordance with our Administering Medication Policy. In addition quick reference emergency cards are located in each of the staff emergency bags which contains information on the allergy list and emergency contact details for every child.

Staff:

Staff will work to maintain a nut safe facility. They will keep information pertaining to a child’s allergies as confidential as possible. All employees will maintain anaphylaxis training as a part of our required CPR/First Aid training. We will keep an epinephrine auto injector (provided by the allergic child’s family and a proper prescription) in a safe and easily accessible location in the classroom. Arrangements have also been made in the event the child is away from the classroom (i.e., outdoor play, walks, field trips). The Preschool will also strive to instruct staff to recognize symptoms of an allergic reaction and to respond appropriately and promptly. They will also monitor and inspect food items brought into the Preschool. A follow-up letter will be sent in the fall to inform and remind parents of this policy.

**Snacks/Extended Preschool breakfast and lunches**

**Preschool--**We will serve a nutritious snack midway through the session. You will receive a snack calendar in the monthly newsletter. We will be paying special attention to any food allergies or diabetic needs that are noted on a child's registration form.

**Extended Preschool—**Breakfast for the morning Extended Preschool will consist of cereal, fruit, and toast. Occasionally pancakes, waffles and French toast will be added as a choice. The Treynor School will provide noon lunches for the Extended Preschool. The lunch menu will be provided by the Preschool or one can be retrieved from the Treynor School website [www.treynorschools.org](http://www.treynorschools.org). Snacks will also be served for the afternoon Extended Preschool children. The monthly newsletter, The Pinwheel, will have the snack menu on the calendar.

The Extended Preschool staff will be promoting the habit of good oral hygiene. Therefore, the students will be brushing their teeth after lunch. The Preschool will provide a size-appropriate toothbrush labeled with the student’s name. After use, toothbrushes shall be stored with the bristles up to air dry in such a way that the toothbrushes cannot contact or drip on other brushes and the bristles are not in contact with any surface. Water rather than toothpaste will be used for the teeth brushing process.

**DAILY ACTIVITY INFORMATION**

**First Day of School: What to Wear/What to Bring**

The only item your child will need is a regular-sized book bag clearly marked with his or her name. For safety purposes, please write your child’s name on the inside of the bag. We have many papers, notes and projects that go home daily with your child. Backpacks help your child to be organized and they also ensure important papers get home. Please check the backpack daily for these items. Go over notes and projects with your child to help them recall the daily activities. Please keep important notes in an accessible/visible place.

Preschool is a time for messy activities: painting, cooking and playing outside. Please dress your child in clothes they can get dirty! Children should wear comfortable, washable play clothes and tennis shoes with socks. In the interest of safety, we ask that your child NOT wear flip flops or sandals.

Sometimes students need to change their clothing due to a spill or an accident. You can pack an extra set of clothes and underwear for your child and leave it in their backpack throughout the year. Please change the extra set of clothing in the backpack to correspond to the changing of the seasons. Shorts are not really appropriate for a wintertime change. We do have clothing available for a student to utilize as well. If a student wears the Preschool’s clothes home, we ask that you please wash them and return as soon as possible so that we have extras for another time.

**Arrivals/Departures**

Each child attending Preschool for the day must be accompanied into and out of the building by a parent, family member or friend. This person must be on the authorized list, must be at least 18 years old or a younger babysitter that has been authorized by the parents. They must be able to supply documentation of their identity. The child should not be left until his/her presence is acknowledged by the Preschool staff. We want to make sure that the child is safely within the building and in the care of the Preschool staff before the accompanying parent/adult leaves. To aid in each child's safety, the attending adult must sign/clock their child in upon arrival and out when departing.When using the time clock for the sign in and sign out, we request that **only** the adult completes the process**.**

Arrival time is 8:30 for the morning sessions and 12:15 for the afternoon sessions**.** Please adhere to these start times as the staff is doing morning group prayer and daily classroom preparations.

For your child’s safety, we ask that the student remain in the presence of the attending adult at ALL times. Please remember to DRIVE SLOWLY AND WATCH CAREFULLY for children when entering and leaving the church parking lot. We request that you only use the diagonal parking in the MIDDLE of the parking lot and refrain from parking at the south end of the lot.

To help prevent the spread of germs and keep our facility safe and healthy for all children, we ask that when bringing or picking up the Preschool student, any accompanying ill siblings refrain from coming into the Preschool facility. If this is not possible, please communicate by email, phone or text and curb side service can be arranged. A staff member will escort the enrolled child into the building.

**Release of Children**

Children will be released only to parents/guardians and to those persons who have written permission to pick up a child. Be sure this information is kept up-to-date. Parents may add or subtract people from the list as the year progresses, as long as the intentions are in writing.

In the case of separated or divorced parents, we must release the child to either parent regardless of which parent enrolled the child. However, in the event the custodial parent has a court order stating otherwise, a copy of the court order and a photograph of the non-custodial parent need to be on file at the Preschool.

**Parent Visits/Phone Calls**

St. Paul Lutheran Preschool maintains an open door policy for families. You are welcome to visit the classroom at any time. We ask only that you consider your child’s temperament and stage of development before visiting him/her. Parents are welcome to call or inquire about their child at any time. However when wanting to inquire about your child, please call the Preschool office’s phone (712) 487-3960 not the teacher’s phone. Their phones are for emergencies only. Thank you.

**Withdrawal/Disenrollment**

Children may be discharged from the program if any of the following situations exist:

* Fees are not paid by the 30th.
* Found that the child or family presents a danger to staff and/or other children in the program (i.e., immediate discharge will be in effect until the situation is resolved).
* Program cannot adequately meet the needs of the child.
* Lack of regular attendance in the program by the child without notification to the staff (i.e., missing 4 consecutive sessions without verbal or written notification of absence).

**DISPENSING OF MEDICATION**

**Prescription Drugs**

Preschool personnel will administer medication ONLY when a doctor’s orders are provided in writing. The initial dose of medication should be given at home to see if the child has any type of reaction. If prescription drugs must be administered at Preschool or Extended Preschool, the following procedures will be followed: a) the prescription must be currently dated with specific dosages ordered, b) the prescription must be labeled for the specific child, c) the medication must be in the original container and, d) the medication authorization must be signed by the parent or guardian. All medications will be kept in a locked location. Please ask a staff member to get your medication at the end of the day when you pick up your child.

**Sunscreen and Other Personal Products**

**Preschool -** We ask that parents apply any sunscreen, lip balm, or other lotions/creams on their children before they arrive at Preschool. Due to the length of the Preschool session and the need for written approval, it is in the child’s best interest that the parents administer any of these products at home prior to the school day.

**Extended Preschool -** We recognize that attendance in Extended Preschool may require one of the staff to administer an item of this kind. In order to do this, we must have written permission from parents along with instructions as to time and amount. The parents must also provide the item in its original container with the child’s name.

**Minor Accidents**

In case of minor accidents, the child will receive basic emergency care by staff members who are first aid certified. The parents will be notified of the accident in writing and will be asked to sign the report. A copy of the accident report is filed in the child’s record folder.

**Medical Emergency, More Critical Accidents**

In the case of a more serious medical or dental accident, the child will receive emergency care according to the abilities of the staff. An attempt will be made to contact the parents or guardian immediately. In the event that the parent/guardian cannot be reached, the emergency contact will be notified. Preschool staff cannot transport children to the hospital; only ambulance service can. If a child is to be transported by ambulance and neither parent nor emergency contact is available, a staff member with whom the child is comfortable will accompany him/her. Parents or emergency contact will be notified to meet the ambulance at the designated hospital. **The parents/guardians will be responsible for payment of all related medical expenses for the care of their child.**

If the injury is critical 9-1-1 will be notified immediately and every effort will be made to alert the necessary persons.

**EVACUATION PROCEDURES**

In case of **fire** or **tornado** the children will be taken to the designated safe areas. They will be supervised at all times by the staff. Fire and tornado drills are conducted monthly in accordance with licensing regulations.

The designated safe area for a tornado is the north room of the basement area. The designated safe area for a fire is the grassy area north of the Preschool adjacent to the east side of the Church. In the event of a fire or tornado situation, staff would contact families of students and would remain with the children until parents or authorized persons have arrived.

**EMERGENCY PROCEDURES**

**Blizzard:** In the case of a blizzard, all students would remain at the center until parents would be able to get them.

**Power Failure:** If St. Paul Lutheran Preschool has a power failure due to weather or other unforeseen problem, we will contact parents of all students and they will be required to pick up their child within one hour of contact. If a parent cannot be reached, we will call one of the emergency contacts in the child’s file.

**Impaired Parent:** Although we cannot physically stop a parent from taking their child, we will take certain measures to ensure the safety of the child. We will try to talk the parent into staying and arranging suitable transportation. If the person does leave with the child, we will call the police. St. Paul Lutheran Preschool staff members are mandatory child abuse reporters and are required to report abusive situations that would endanger the safety of children.

**Bomb Threat or Chemical Spill:** If St. Paul Lutheran Preschool has a bomb threat or chemical spill, we will evacuate the Preschool facility to a secure place and contact parents.

**Earthquake:** If there happened to be an earthquake, we would keep the students at the center until we are able to contact parents.

**Flood:** Depending on the situation, we would keep the students at the highest level possible until we can safely transport them to a safe area. We will call emergency numbers and contact parents immediately to let them know where the children will be until safe pick up can take place.

**Intruder:** Students would be evacuated to safest location away from the intruder while a staff member detains the intruder. We will call emergency numbers and contact parents.

**CLASSROOM INFORMATION**

**Teacher Qualifications/Ratios**

The Preschool staff members are Christians dedicated to working with young children. The staff will participate in continuing education in the areas of child development, developmentally appropriate practices, first aid, child abuse and CPR. We strive to maintain low teacher/student ratios by following the guidelines established by the National Association for the Education of Young Children (NAEYC).

**Curriculum**

Students attending a preschool begin a lifetime of learning. St. Paul Lutheran Preschool recognizes that a loving and stimulating environment contributes to how each student will respond to his/her lifetime of learning. Therefore, it is the desire of St. Paul Lutheran Preschool to enhance students' development and learning spiritually, emotionally, socially, intellectually, and physically.

**Goals of the program**

The goals and learning activities will focus on the following areas of development:

* ***Faith Development-***Through Bible stories, students learn how God generously cares for them, how Jesus is our Savior and how we are to love one another. During daily prayer and songs, the students will praise and revere God.
* ***Discovery of God's World-***Students participate in local/walking field trips, discussions, scientific exploration, and personal observations to help them become more aware of God's presence in their world. This discovery process also fuels the joy of learning and promotes the development of learning skills.
* ***Kindergarten Readiness-***Staff members work with students to develop visual, verbal and listening skills. Students will be introduced to letters, numbers, shapes, colors, and other concepts appropriate for kindergarten preparation.
* ***Social Development-***Students are taught to respond to others with Christ-like behavior, to accept directions from adults, and to share with others. Staff and volunteers also will work with students to help them develop a healthy self-image and understand that they are made in the likeness of Christ.
* ***Creative Experiences-***Staff members will help foster students' God-given creativity and imagination through drawing, singing, drama, rhythm activities, and a variety of experiences with sand, water, play dough, blocks, paint, and other creative types of medium.
* ***Physical Development-***Students will participate in group play, outdoor play, and small and large motor skill activities. They will learn to value the bodies that God gave them and how to keep them healthy and safe.

Curriculum areas that will be incorporated into the daily routine will include content areas of language arts, math, social studies, music, movement, science, art, and field trips. The curriculum will not only center on the goals of the program but also will center on the students' interest, daily experiences and developmental needs.

**Learning Centers**

Children of preschool age learn best through play and hands-on experiences. Learning centers will be designed to contribute to this program type. The classroom environment will have a variety of open-ended learning centers, which include but are not limited to the following:

* Dramatic play (varies—housekeeping, Dr. office, grocery store, puppets, dress up clothing)
* Manipulatives (puzzles, Lego, felt board, games, push toys)
* Creation station (painting, drawing, coloring, crafts, art work)
* Science/math/nature (magnifying glasses/magnets/counting objects/cooking)
* Sensory (play dough, water, corn or sand table, bubbles)
* Cognitive (learning games and activities)
* Reading zone—library and story reading
* Blocks—unit blocks
* Listening (CDs, music)

Each student will use the centers at his/her own level, gaining enjoyment and success from the learning experiences. To contribute to the learning center's effectiveness, the staff will serve as a guide to encourage individual students to use materials in such a way as to further their development.

**Guidance Approach**

Each staff member is expected to work thoughtfully and kindly with the children in a Christian atmosphere. Our philosophy is children can participate in activities without disruptive behavior from another child or intrusion into the other child’s personal space. Any discipline is done with the intention of guiding the children to better understanding appropriate behavior. The staff will use logical reasoning, practice problem solving techniques and use positive reinforcement.

**Field Trips**

Occasionally children will participate in local/walking field trips away from the Preschool. We will notify you in advance of each planned adventure. We encourage and welcome parents to go with us. Please note: All staff members go on field trips. Therefore, if your child is not attending the field trip, please make other arrangements for your child's care that day. The Preschool does not do any transporting by vehicles on any field trips. There could be the exception of a school bus ride for students upon visiting the elementary school and also the last days of the school year. Permission slips signed by parents will be required before any student will be able to ride the school bus.

**Pets**

Please do not bring dogs or other pets to the Preschool facility without permission from the Preschool Director. Calm, tame pets have been known to bite when stressed or excited--we cannot risk bites or injuries. Please make prior arrangements with the Director if you feel bringing an animal could expand on a unit theme. If applicable (i.e., dogs and cats), we ask that all household pets be current on all shots and vaccinations.

*Classroom Pets:* Classroom pets will be maintained in a clean and sanitary manner and not allowed in the kitchen or food preparation areas. Parents will be made aware of the presence of a pet in the center. If parents do not want their child to have access to the pet, a statement must be submitted to the Director.

Staff and children must wash their hands after handling any and all animals.

**Visitors**

As a parent you have unlimited access to your child. You are always welcome at the Preschool as a visitor (see page 7 section **Parent Visits/Phone Calls** of this handbook) or as a volunteer. If you have a hobby or occupation that could be of interest to share with the class, we would love to have you share it with the children. Please let us know your interest and availability and we will schedule a time for you to come share your interest.

**Birthdays/Other Celebrations**

Birthdays are very special days for children. We invite each child to celebrate with his or her friends at school, provided arrangements are made ahead of time with the teacher. Parents may provide a special class snack. In order to be cautious about any food allergies or dietary concerns among the students, please visit with the teacher about the type of snack you plan to provide at least one week prior to the scheduled birthday. We also request that these snacks be low sugar/low fat treats. Some examples are cheese and crackers, yogurt, carrot curls, fruit pieces.

We want to celebrate every child’s birthday and will try to celebrate it as close to the actual birthday as possible. For children with summer birthdays, we celebrate a ½ birthday by choosing a day during the school year. The staff will inform you of the month/day and ask if you will be providing birthday treats for the class.

We request that birthday party invitations NOT be distributed at Preschool. Children who are not invited feel terribly disappointed even if they don’t know the child well.

The classes will celebrate seasonal holidays with stories, games, art projects, food, and special guests. The celebration of traditions, both ethnic and religious, is an important aspect of human development, and the annual cycle of holidays creates a rhythm and focal point for these transitions in the lives of our children.

**Sharing—Show & Tell Time**

During the students’ large group time, the staff will be encouraging students to verbally share experiences, express individual ideas, and develop listening skills. Periodically, we will ask students to enhance the curriculum and themes with something brought from home. It might be a toy, a picture, or a family story that will support an aspect of the monthly curriculum. These times will be indicated on the newsletter (The Pinwheel) and will provide further information for the sharing. When sharing includes something from home, we ask for your cooperation in seeing that your child brings only ONE item and that the item is not a real or make-believe weapon.

**Bringing Objects to School**

**Preschool--**Children will have plenty of opportunities to utilize the wide variety of toys and equipment available at the Preschool. With this in mind, we ask that special toys remain at home or remain in their backpacks.

**Extended Preschool—**This policy also applies during the Extended Preschool program—no toys. However, students may bring a cozy blanket and/or **ONE** safe cuddly animal for quiet rest time. Sharing items at other times throughout the day will NOT be allowed.

**Library**

We have assembled an extensive library that is filled with wonderful books for you and your child to enjoy. The children will be allowed to check out two books the 2nd and 4th week of the month. We ask that you return the books after one week. If the books are not returned within 30 days a $5 restocking fee per book will be assessed.

**PARENT INFORMATION**

**Expectations for Parent Involvement**

Our Preschool program is for you and your whole family--not just your preschooler. As parent/guardian of a preschooler enrolled in our program, you are invited to join us in the many different activities held throughout the school year. We will go on local/walking field trips several times during the year. We invite you to join us in learning about our local community whenever your schedule allows. There will be other family activities held at the Preschool and at St. Paul Lutheran Church. These will generally be held on various weekday evenings and weekend mornings. We encourage you to be involved in your child’s Preschool experience, and we look forward to interacting with family members.

There will be notices via emails, newsletter (The Pinwheel), postings on the parent bulletin board in the entryway of the Preschool facility as well as notes sent home with your child. Please take time to read and respond to the notices as they will inform you of things that are happening at the Preschool.

**Remember to check your child’s backpack daily for important notes! This is the first line of communication!**

If you have any suggestions for classroom activities, field trips, family nights, group discussion or other ways you could become involved in our program, please do not hesitate to tell us. We welcome your ideas!

**Communication with the Preschool’s Governing Body**

*Parent Advisory Board Information*

The Preschool will have a Parent Advisory Board to serve as a liaison between parents and the Preschool’s Governing Board. The purpose of this group is to represent all parents in regard to questions, comments, or suggestions that they feel should be brought directly to the attention of the Preschool Governing Board. These concerns can deal with the director, individual teachers or with the Preschool program. Parents are directed to bring their conversation to one of the members of this Advisory Board. The names of those on the Parent Advisory Board will be communicated in the Pinwheel newsletter.

*A locked suggestion box* located in the entry of the Preschool facility can be used as means to directly contact the Governing Board. Concerns, suggestions, comments or requests can be securely placed for the Governing Board’s review each month. Only the Governing Board has access to this suggestion box.

**Newsletter—The Pinwheel**

To keep you informed of class activities, upcoming events and snacks, the Preschool will publish and send as an email attachment to each Preschool family. It will also be posted to the Preschool’s website www.treynorpreschool.com. We encourage you to print a copy from your computer for your home use. If you are unable to have computer access, you can request a hard copy from a staff member.

**Parent Teacher Conferences**

Please feel free to contact the teacher at any time regarding your child’s progress. Progress reports are given to all parents in November, March and May. Formal parent teacher conferences regarding your child’s development and progress occur in November for all students, in February for those students planning to transition to kindergarten next year, and in May for students in the Tuesday/Thursday program. Parents and/or teachers may request a conference at any time to discuss concerns or observations about a child. In the event that you are unsure about sending your child to kindergarten the next year, you may request a conference with the teacher before the January preschool enrollment deadline so as not to jeopardize the child’s placement at the Preschool.

**Handwriting Instruction**

Many children want to print their name. We ask that when you instruct your child in letter formation you use upper case (capital) for the first letter only and lower case for the remaining letters (i.e., Susie, Bill). We also ask that you work on using the correct pencil grip. The proper grip is to pinch the pencil with the thumb and index finger and let the pencil rest on the middle finger. Since the Treynor School uses the D’Nealian manuscript, we will be instructing the children to use this handwriting method. However, if you will not be sending your child to Treynor, please inform us of what district so we can stress that district’s method.

**Cell Phones in Our Classrooms**

The Preschool strives to create an atmosphere in the classrooms that minimizes distractions, allowing the staff to keep their full attention and focus on the children throughout the day. Therefore, the Preschool has designed a policy that staff will ONLY make and receive calls of emergency-type matters. Any abuse will not be tolerated. If you as a parent have a matter that is not an emergency but need to relay a message, please call the Preschool office (712) 487-3960. The office staff would be glad to relay the message to the teacher. We request that parents abide by this policy and respect the staff and students’ time as they interact with one another. Cell phones are also allowed in staff possession while outside and on field trips again for emergency-type situations. Thanks for your cooperation.

**Weather Guidelines**

Depending upon the day’s weather conditions, the children will be spending a scheduled learning time in the outdoor classroom. To assist the staff in determining whether conditions are safe for outside learning and gross motor exercise, the Preschool uses the Iowa Department of Public Health Child Care Weather Watch Chart and the electronic Weather Channel report before readying the children for outside activities. Generally, if the temperature feels below 20 degrees, the children will be remaining inside.

We want all children to be dressed appropriately for the weather in order to enjoy their time outside. Children should wear comfortable play clothes and tennis shoes. In the interest of safety, we ask that your child NOT wear flip flops or sandals. In the winter, your child is encouraged to dress in appropriate winter clothing such as boots, coats, snow pants, mittens, and hats. We also recommend that students have an extra pair of shoes during the winter months in which they can change into when coming inside. Please clearly label all winter gear and boots with the child’s name. Labeling assists staff in returning items to proper owners. For safety purposes, please write your child’s name on the inside of the clothing.

**2019-20 Preschool Enrollment Procedures & Policy**

To secure a first choice placement for year 2019-20, we are asking that applications from those presently enrolled (2018-19) be received no later than January 30th of 2019. Priority will be given for those students enrolled in 2018-19 school year until January 30th. After that date enrollment will be open to the general public. Priority will also be given to presently contracted Extended Preschool students as well as those from the general public that need Extended Preschool.

The age of a child is used in determining enrollment for the year. Any child enrolled in the program must be completely toilet trained (i.e., no pull ups). For the 4-5-year old program they must be the age of 4 by September 15th, and for the 3-4-year old program they must be the age of 3 by August 1st.

**Parents Meeting**

A parent meeting will be held in August. A letter included in the enrollment packet has this information. A reminder post card will be sent as it gets closer to the assigned date.

**No Babysitting Policy/Babysitting for families outside of Preschool**

Staff members are not allowed to be paid caregivers for families with children enrolled in our program. If a parent insists on hiring a teacher as a babysitter, parents can choose to waive their right to hold our program liable. In that case, parents will need to complete, sign and date a Hold Harmless consent form. A new form must be completed each year and kept on file. A copy is given to the family as well. Parents who sign a Hold Harmless agreement and hire a teacher to babysit acknowledge that they:

1. Are aware of the program’s no babysitting policy and,
2. In choosing to bypass the policy, accept the consequences of their choice.

**MEET THE STAFF (subject to change)**

**Angie Carberry** is a Lead teacher for the Preschool and Supervisor for the Extended Preschool program. She and her husband, Mike, have one son, Harley, and reside near Treynor. She is a member of St. Paul Lutheran Church. Angie has worked in early childhood for eleven years, has earned her Child Development Associate credential, a certificate in Early Childhood Development, and is a member of National Association for the Education of Young Children (NAEYC) professional organization. She enjoys being a part of the Preschool ministry and working with the children to help students’ developmental growth in all areas. She looks forward to continuing her education in the early childhood field.

**Roxanne Huskey** is an Associate Teacher for the morning preschool and Extended Preschool Ministry. She is a member of St. Paul Lutheran Church and NAEYC professional organization. She has 3 grown children and 6 grandchildren. She loves being with the students and seeing them learn new skills.

**Karen Keiner** is a Teacher for the Preschool and Extended Preschool. She is a member at St. Peter’s Church in Council Bluffs. She and her husband, Eric, have two daughters, Clare and Elly. Their family resides in Underwood. Karen has a Bachelor of Science in Child and Family Studies and two years of sign language. She loves watching the excitement as a child discovers something new.

**Amanda Kinnaman** is a Teacher for morning preschool sessions and Extended Preschool program. Amanda and her husband, Greg, have two children, Claire and Tucker. Amanda’s family lives in Council Bluffs and are members of First Christian Church, where she volunteers in the Sunday School classrooms. Previously, Amanda owned and operated an in-home childcare and was a nurse at Children’s Physicians. She has been taking classes in the early childhood field with the goal of obtaining a Bachelor’s Degree in Early Childhood Education.

**Carrie Radford** is the Preschool’s Administrative Assistant and teacher associate. She is a member of St. Paul Lutheran Church and has a Bachelor’s degree in Hotel, Restaurant, and Institution Management. She resides in Treynor with her husband, Chris, and their two children, Cade and Cydney. She enjoys being a part of our Preschool ministry and is always ready to lend a helping hand wherever necessary.

**Tentative Preschool Daily Schedule**

This serves only as a guide--staff is flexible to meet student needs

8:30-8:40 Gather for quiet, individual reading, puzzles or other manipulatives

(12:15-12:25)

8:40-8:55 Welcome, Prayers, Bible verse, Pledges, Message Board

(12:25-12:40)

8:55-9:05 Music/Movement/Exercise/Chapel Time

(12:40-12:50)

9:05-9:15 Large group story book activity emphasizing the month’s focus

(12:50-1:00)

9:15-9:55 Small Group/Snack

(1:00-1:40) Projects, fine motor, pre-writing experiences

 Kindergarten readiness activities

9:55-10:35 Self-selected centers

(1:40-2:20) Students interact with classmates and with learning

resources provided in various learning areas

10:35-10:45 Clean up and transition to outside

(2:20-2:30)

10:45-11:10 Large motor / Outside nature time (weather permitting)

(2:30-2:55) Students interact with classmates and with learning

resources provided in various learning areas

11:10-11:15 Hand washing, Review, Prayer, Goodbye song

(2:55-3:00)

**Tentative Extended Preschool Daily Schedule**

This serves only as a guide—staff is flexible to meet student needs

11:15-11:50 Outside Nature Time (weather permitting) /Transition/Prepare for lunch

11:50-12:15 Lunch provided by the Treynor School

12:15-12:20 Transition/Clean up from lunch/Brush teeth

12:20-12:45 Self-selected centers

 Children interact with classmates and with learning resources provided in various learning areas

12:45-1:15 Small Group Time

 Projects: group & individual / Fine motor skills / Pre-writing experiences

 Kindergarten readiness activities / Table top activities

1:15-1:30 Transition/story time

1:30-2:30 Rest/quiet time

2:30-2:45 Mat clean up and transition

2:45-3:05 Afternoon snack

3:05-3:20 Books, Blue Boards, Individual Reading

3:20-3:30 Transition to Outside (weather permitting)

3:30-4:15 Outdoor large motor movement—enjoying the nature around them

4:15-4:30 Transition from outside

4:30-5:00 Fine motor/Prewriting/Kindergarten Readiness

5:00-5:30 Self-selected centers

5:30-5:45 Transition/Clean up/Table top activities