

# Preschool Family Handbook

## George-Little Rock Pre-Schools

**Little Rock Pre-School  
134 First Ave.  
Little Rock, IA 51243  
712-479-2771  
FAX: 712-479-2770**

**George Pre-School  
500 E. Indiana Ave.  
George, IA 51237  
712-475-3675  
FAX: 712-475-3594**

[www.george-littlerock.org](http://www.george-littlerock.org)

Updated for 2017-2018

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<b>Mission Statement</b>	

The mission of the George-Little Rock Preschools is to provide a quality education for lifelong learning.

### **Purpose**

Philosophy: We believe that

- \* All people can learn and succeed
- \* Every person is a valued participant in the life-long learning process
- \* Application of knowledge enhances learning
- \* The basic moral attitudes of the community will be reflected in our educational program
- \* All people must learn to adapt to change
- \* Quality education is the foundation of a productive society
- \* Education plays a vital role in developing a well-rounded individual
- \* Education must take place in a safe environment
- \* High expectations are a must

### **Board Policy**

All GLR board policies are available in the school offices.

### **General Information**

#### **Calendar:**

The preschools will observe the George-Little Rock Community School District's academic calendar.

#### **Hours of Operation:**

The George-Little Rock preschools will be open at George from 8:00 - 11:00 a.m. and in Little Rock from 12:15 p.m. – 3:15 p.m. on Monday through Thursday each week of the academic school year.

#### **Emergency Closing and Late Starts:**

- \* If the George-Little Rock CSD cancels school before the school day begins, the preschool will also be closed on that day.
- \* In case of early closings, the preschools will also close and students will be transported home in the usual format.
- \* If the George-Little Rock CSD has a late start, the preschools will also begin at the designated late start and will dismiss at their usual time.
- \* Announcements are generally made on:

- a. KIWA Radio (1550)
- b. KQAD Radio (101.5)
- c. KELO Television (Channel 11)
- d. JMC is the service that you can register for to receive school announcements and cancellations via text message or email. If you would like to register, contact the school office.

#### **Fire, Tornado, and Other Emergencies:**

Emergency plans for fire and tornado are written and posted by each main classroom door. Emergency plan procedures are practiced monthly. Additional drills like evacuation and lock-down will also be practiced.

#### **Lost or Abducted Child:**

In the event that staff is unable to locate a child, or the child is thought to be abducted from school, the following procedures will be followed:

- \* Lyon County Sheriff's Office will be contacted.
- \* A cursory or initial search will be conducted.
- \* The parents will be contacted.
- \* A thorough search of the school and grounds will be conducted.

**Medical Emergency:**

In the event of a medical emergency, the George-Little Rock CSD's staff is authorized to obtain emergency medical and dental care even if the staff is unable to contact parents/guardians. During an emergency, the staff is authorized to contact the listed emergency contacts on the child's release information.

**Attendance Records:**

Regular attendance by students is essential for students to obtain the maximum opportunities for the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students who arrive late to school or who leave early from school should be signed in or out of the office.

**Parent Teacher Conferences:**

Family members are provided information, either verbally or in writing, about their child's development and learning on at least a quarterly basis. Teachers, families, NW AEA consultants, and relevant specialists have regular opportunities to participate in two-way communication conferences to discuss each child's progress, accomplishments, and difficulties in the classroom and at home. This is also an opportunity for families and teachers to plan learning activities together.

**Discipline:**

The staff will provide positive guidance to children at preschool. This includes conflict resolution strategies, setting well-defined limits, and using logical and natural consequences.

**Suspension or Expulsion:**

Appropriate classroom behavior allows teachers to communicate more effectively with students. Inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while at school, in school vehicles, or engaged in school activities. Misconduct may result in suspension or expulsion from school. Suspension is defined as the removal of the student from the classroom either in-school or out-of-school. Suspension is the decision of the building administrator or designee. Expulsion is defined as removal of a student from the school environment for a violation of school board policy. Only the GLR Board of Education can expel a student.

**Parent Participation:**

Parents are invited to observe and participate in the classroom at any time, including field trips, classroom celebrations, and other activities. Parents will be provided information about preschool activities in the weekly newsletter.

**Child's Possessions:**

School supplies will be provided to students. Weather appropriate clothing is required.

**Smoking:**

Smoking shall not be allowed in any school area or facility vehicle. The school grounds are also posted as smoke free.

**Observation of Holidays:**

Holidays, celebrations, and other activities may be observed at school and will be communicated through the weekly newsletter.

**Mandatory Child Abuse Reporting:**

All employees of the George-Little Rock CSD are mandatory reporters of child abuse and neglect,

as required by Iowa law.

### **Enrollment**

Enrollment is open to any child who turns 4 by September 15 of the current school year. Twenty (20) students are allowed in each preschool room. Enrollment forms include:

- \* Enrollment agreement form
- \* Intake sheet
- \* Physical exam
- \* Immunization records
- \* Policy and procedure forms
- \* Parent schedule
- \* Participation release
- \* Photo release
- \* Field trip consent form

### **Financial Responsibilities:**

Four-year-old preschool is provided free of charge to any child who is four years old by September 15 of the current school year.

## **Curriculum**

### **Essential Characteristics:**

The George-Little Rock Preschools provide programs that are age and interest appropriate for all children. Staff uses several elements from the following programs to meet the needs of students: Creative Curriculum, Houghton-Mifflin Preschool Units, the Alphatales, and Handwriting Without Tears.

Our mission is to provide a nurturing, safe environment to support learning for families and students. Our focus is on age appropriateness, individual appropriateness, and social appropriateness. The physical environment is safe, healthy, and provides a variety of activities, toys, centers, and materials so students can become actively involved.

Staff and assistants have specialized training in early childhood development and appropriate programming. A language translator will be provided if needed.

Curriculum goals and objectives guide staff's ongoing assessment of children's progress, allowing them to individualize learning for each child. The curriculum guides the development of a daily schedule that is structured, flexible, and responsive to students' needs. The schedule provides time and support for transitions, indoor and outdoor activities, and quiet and active time.

### **Field Trips:**

Field trips will be planned from time to time to augment student learning. The trips may be walking trips or may require transportation to destinations. A field trip consent form is included in the enrollment form and field trip permission slips may also be sent for trips off campus.

Additional information regarding field trips will be sent in the weekly newsletter.

### **Supervision:**

Children will be supervised at all times. Teaching staff supervise children primarily by sight. Supervision for short intervals by sound is permissible, as long as teachers check frequently on children who are out of sight (e.g., those who can toilet independently).

## **Assessment**

### **Identifying Children's Interests and Needs:**

Staff observe children for strengths, interests, and needs on an ongoing basis to determine individual curriculum planning. Teaching teams will meet to interpret and use assessment results to align curriculum and teaching practices to the interests and needs of individual students. Families are an integral part of the educational planning process. Teachers will communicate student's strengths and weaknesses to families.

**Family Involvement:**

The George-Little Rock Preschools strive to focus on relationships between staff and families. We strive to nurture a culture of respect and trust.

**Family Communication:**

- \* A home visit is completed prior to the beginning of preschool each fall.
- \* The preschools welcome parents/guardians at any time.
- \* Information may be emailed or posted on the website on a daily basis.
- \* Friday Folders are sent home each Friday to share student work and activities.
- \* Weekly newsletters are sent to parents in the Friday Folder.
- \* Monthly calendars are sent home.
- \* Parent-Teacher Conferences are scheduled two times each year.

**Confidentiality:**

All information regarding children and families of the George-Little Rock Preschools is regarded as confidential. Requests for release of information to other agencies will be honored only if made in writing and with the permission of the parent.

**Health****Sick Child:**

If students are going to be absent from school due to illness, please contact the school offices. If students run a temperature they should stay home from school. For a specific list of communicable diseases, symptoms, and recommendations, log on to [www.idph.state.ia.us/hcci/common/pdf.childhood\\_illness\\_guide.pdf](http://www.idph.state.ia.us/hcci/common/pdf.childhood_illness_guide.pdf)

**Cleaning and Sanitation:**

One of the most important steps in reducing the spread of infectious diseases is cleaning and sanitizing surfaces that could possibly pose a risk. Household bleach with water is recommended and may be used to clean preschool surfaces.

**Administration of Medication:**

Staff administers both prescription and over-the-counter medications to a child only if the child's record documents that the parent/guardian has given the school written permission. The child's record includes instructions from a licensed health care provider. Any staff that administers medication has specific training. A written medication administration record shall be on file including:

- \* Student's name
- \* Date
- \* Prescriber or person authorizing administration
- \* Medication
- \* Medication dose
- \* Administration time
- \* Administration method
- \* Any unusual circumstances, actions or omissions

Medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation of the dose. All medication is kept in a locked container.

**Accident and Incident Reporting:**

Accidents or incidents resulting in injury to a child shall be reported on the day of the incident, in writing. Parents will be notified of these incidents. A copy of the report will be kept in the office.

**First Aid:**

Teachers and associates who work in the preschool are certified in Pediatric First Aid and CPR. First aid kits are maintained in the preschool classrooms. An inventory is completed on the first aid kits each month. First aid kits are also taken out to recess and on all preschool outings.

**Staff Training:**

All staff shall be oriented to and demonstrate knowledge of infant and child CPR and Pediatric First Aid, including the management of a blocked airway and rescue breathing, child abuse detection, prevention and reporting, Occupational Safety and Health Administration (OSHA), recognizing and responding to communicable illnesses, and handling ill children appropriately.

**Outdoor Play:**

Children of all ages have daily opportunities for outdoor play (when weather, air quality, and environmental safety conditions do not pose a health risk). When outdoor play is not an option because of conditions, similar indoor activities will be provided.

To protect against cold, heat, sun, and insects, children may be required to wear weather appropriate clothing like snow pants, boots, hats, and mittens, sunscreen, insect repellent (non DEET) or may be required to play in the shade.

**Diapering and Toileting Procedures:**

For children who are unable to use the toilet consistently, the preschool insures that: Staff uses disposable diapers or pull-ups only unless a medical reason prevents the use (health provider document required).

- For children who require a cloth diaper, 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 outer covering will be changed as a unit.
- Cloth diapers and clothing that has been soiled by feces or urine are placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
- Staff will check children for signs that diapers or pull-ups are wet or contain feces at least every two hours.
- Diapers are changed when wet or soiled.
- Staff changes children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
- Each changing area is separated by a partial wall or is located at least three feet from other areas children use.
- At all times, caregivers have a hand on the child when the child is being changed on the elevated surface.
- In the changing area, staff post and follow changing procedures.
- Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly.
- Containers are kept closed and not accessible to children.
- Staff members whose primary function is food preparation.

**Hand Washing Policies and Procedures:**

Hand washing is periodically taught and monitored at preschool. Students may be assisted if need be. Adults and students will do frequent hand washing to reduce the transmission of diseases to themselves and others.

**Water Play:**

Precautions are taken to ensure that communal water play does not spread infectious disease. No child should drink the water. Children with sores on their hands should not play in the water. Fresh water will be used.

**Snacks:**

Snacks will be provided to the preschool students. Snacks will be prepared, served, and stored in accordance with the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines.

**Lunch:**

We do not participate in the CACFP program, therefore, we do not serve meals because hours of service are from 8:00-11:45 AM.

**Oral Health Policies:**

A dental check is recommended prior to beginning preschool and required prior to the start of kindergarten.

**Animal and Pet Policy:**

Live animals will not be allowed in the classroom except under special circumstances and only for an educational purpose. All interactions between children and animals must be respectful and staff must instruct children on safe behavior.

**Iowa Nondiscrimination Statement** – “It is the policy of George-Little Rock Community School District not to discriminate on the basis of race, creed, color, age, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7 and 216.9. If you have any questions or grievances related to compliance with this policy by George-Little Rock Community School District, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319- 1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 1(866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact the USDA through the Federal Relay Service at 1(800)877- 8339 or 1(800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Parents of students who attend a public school district receiving Title I funds have the right to inquire and receive information about the qualifications of their child's teachers. Should a child be taught by a non-highly qualified teacher for a period of four or more consecutive weeks, parents will be notified.

**END OF PRESCHOOL FAMILY HANDBOOK**