

**AGWSR Early Childhood Programs
Parent Handbook**

Our handbook is divided into 4 sections. The first section contains information that pertains to all early childhood programs: preschool, pre-k, and ECSE. The remaining four sections contain information specific to each program.

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AGWSR Mission Statement

The mission of the AGWSR Community Schools
Is to provide
Excellence in Education
So that each student will discover
Life-Long Learning
And become self-respecting
Contributing adult members of society.

Philosophy

It is the philosophy of AGWSR’s early childhood programs including preschool, pre-kindergarten (pre-k), and early childhood special education (ECSE) that children be encouraged to learn and grow by providing a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment.

We believe that each child is a unique individual and that all children can learn. Our preschool programs provide inclusive settings that recognize children’s varied abilities, interests, needs, and learning styles.

We believe children learn best through meaningful play. Our play-based, child-centered program reflects the integration of physical, cognitive, social, emotional, and language experiences for the total development of the child. Meaningful play encourages curiosity, discovery, and problem solving which allows individual growth and development of a positive self-image.

We recognize that parents are the child’s first teachers. Children learn best when parents are involved in their educational program. The primary bridge between home and school is the involvement of family and community.

Overview of Available Programs

CD=Cougar’s Den Preschool in Ackley

DP=Discovery Preschool in Wellsburg

LCP=Little Cougar Playhouse in Wellsburg

Program	Days of Operation	Hours of Operation	Cost	Drop-Off/Pick-Up
CD 3-yr-olds	T Th	9:00-11:30 AM	\$70/month	In alley * +
CD 4yr-olds, AM	M W F	8:00-11:40 AM	No Charge	In alley * +
CD 4-yr-olds, PM	M T Th W	12:30-3:30 PM 12:30-2:00 PM	No Charge	In alley * +
CD Pre-K	M T Th F W	12:30-3:30 PM 12:30-2:00 PM	No Charge	In alley * +
CD ECSE	M-F	8:15AM-3:15 PM	No Charge	Will be discussed w/ parent +
DP 3-yr-olds	T Th	9:00-11:30 AM	\$70/month	Drop Off: Main entrance** Pick Up: Main entrance****
DP 4-yr-olds	MWF	8:00-11:40 AM	No Charge	Drop off: Main entrance*** Pick Up: Main entrance****

* CD Preschool and Pre-K Drop-Off: Each morning and afternoon, parents are asked to enter the alley next to the United Methodist Church that is located on Hardin Street. As you drive up to the back of the building, we will meet parents and children outside the preschool door and help each child out of the vehicle. After dropping your child off, you can then exit the alley onto 2nd Avenue. If you are driving through the alley, please do not get your child out of the vehicle until it is your turn to pull up and stop in front of the gate. When you stop in front of the gate, we will meet you and your child.

* CD Preschool and Pre-K Pick-Up: After preschool/pre-k, parents are asked to enter the alley just as they did at drop-off. Each child will be brought to the gate outside the preschool door. Parents can then meet their child at the gate, take him or her to the vehicle, and help him or her buckle in. If you are driving through the alley, please stay in your vehicle until it is your turn to stop in front of the gate. We will not dismiss the children until their vehicle is parked in front of the gate.

**3 year old and 4 year old DP Preschool Drop-Off: Those who are dropping off 3 year old students are asked to enter in the drive to the main entrance. As you drive up, we will meet you next to your car as you get your student out of their seat. Once your student is out of the car, you may exit the drive from the main entrance. We ask that we get one student at a time, for our students' safety. If you are walking your student to school, please make sure your student is left with their teacher before leaving.

***3 year old and 4 year old DP Preschool Pick-Up: After preschool, you can pick up your student at the main entrance of the building. As you pull up, we will bring your student out to your vehicle and you can buckle your student in the vehicle. As you are pulling away, please be mindful of other students being dismissed.

+ As an important safety measure, we ask that if you are walking your child into the center that you walk your child to his or her classroom and see that s/he is under supervision before leaving.

Enrollment

The following table lists the required paperwork for each class: 3-year-olds, 4-year-olds, Pre-K, and ECSE.

Program	CD Enrollment Packet	LCP Enrollment Packet	School Enrollment	School Health Form	Physical	Immunization Record	Birth Certificate	Lead Screening	Dental Screening	Vision Screening	Home Language Survey
CD 3yr-olds	X				X	X	X				X
CD 4yr-olds AM			X	X	X	X	X	Recommended	Recommended	Recommended	X
CD 4yr-olds PM			X	X	X	X	X	Recommended	Recommended	Recommended	X
CD Pre-K			X	X	X	X	X	X	X	Recommended	X
CD ECSE			X	X	X	X	X	Recommended	Recommended	Recommended	X
DP 3yr-olds		X			X	X	X				X
DP 4yr-olds			X	X	X	X	X	Recommended	Recommended	Recommended	X

Parents also need to complete the online registration through AGWSR School. Please contact your teacher or the elementary office at 641-847-2611 for the link

Curriculum

To ensure positive outcomes for children who attend preschool, pre-k, and ECSE, AGWSR’s early childhood program has adopted The Creative Curriculum for Preschool. The Creative Curriculum for Preschool allows teachers to plan and implement a developmentally appropriate program that promotes

children's social-emotional development and learning in the core areas of literacy, math, science, and social studies.

Through the activities we plan and the way we organize the classroom, select toys and materials, plan the daily schedule, and talk with children, we seek to accomplish the goals of our curriculum and give your child a successful start in school.

We have implemented Iowa's Quality Preschool Program Standards (QPPS). The QPPS are based on research and evidence-based practices in child development and early education. By implementing the QPPS standards and criteria, we are providing early learning experiences for preschoolers that meet high standards of quality.

Animals/Pets

We like pets in their proper places. However, pets at school can pose a problem. For example, a playful dog may seriously frighten a timid child or nip someone while playing. For this and other reasons, we have a "no pet policy."

Assessment Data

Assessment information will be shared formally with families during parent teacher conferences in the fall and spring. The preschool teacher will communicate weekly regarding children's activities. Informal conferences are always welcome and can be requested at any time.

If, through observation or information on the *Gold Assessment*, the teacher feels that there is a possible issue related to a developmental delay or other special need, she will communicate this to the family, sharing documentation of the concern. With parent permission, suggestions for next steps may include a request made to AEA for additional support and ideas.

Our Early Childhood programs will have formal family-teacher conferences for children enrolled in the 4-year-old class, pre-k class, and ECSE class. These will take place at the same time as the elementary conferences in the fall and spring. The teacher will send home a sheet before the conference asking you to consider what new skills you see your child developing at home or in the community, to think about what you'd like more information on, and whether you have new or different goals for your child. During the conference, the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

Please see the preschool section for information regarding the 3-year-old class.

Cougar's Den Preschool, Discovery Preschool, Pre-K, and ECSE Assessment Plan

Assessment	Target population	When	Purpose	Content areas	Procedure	Results will be shared
Teaching Strategies GOLD	Entire preschool, pre-k, and ECSE classes	Ongoing throughout the school day and school year	<ul style="list-style-type: none"> Identifying interests and needs Describing developmental progress and learning Improving curriculum and adapting teaching practices and the environment Planning program improvement Arranging for developmental screenings and referrals 	<ul style="list-style-type: none"> Social/Emotional Literacy Math Science Social Studies 	Observation during classroom routines	<ul style="list-style-type: none"> During conferences At parent's request As need arises
Teacher made pre-academic skills checklists and assessments	Entire preschool, pre-k, and ECSE classes	Ongoing throughout the school year	<ul style="list-style-type: none"> Describing developmental progress and learning Improving curriculum and adapting teaching practices and environment Arranging for developmental screenings and referrals 	<ul style="list-style-type: none"> Letter identification Color identification Shape identification Number skills Writing samples Cutting samples 	<ul style="list-style-type: none"> Observation during classroom routines 1:1 setting with familiar staff member 	<ul style="list-style-type: none"> During conferences At parent's request As need arises
Teacher made parent surveys	Entire preschool, pre-k, and ECSE classes	Fall or upon arrival of new student	<ul style="list-style-type: none"> Identifying children's interests and needs Planning program improvement Communicating with families 	<ul style="list-style-type: none"> Varied 	<ul style="list-style-type: none"> Send home surveys 	<ul style="list-style-type: none"> N/A
FAST Assessment	Pre-K	Fall, Winter, Spring	<ul style="list-style-type: none"> Screen for areas of strength and weakness in literacy and math 	<ul style="list-style-type: none"> Literacy Math 	<ul style="list-style-type: none"> Individual assessment with classroom teacher, group administered assessment via iPads 	<ul style="list-style-type: none"> During conferences

Birthdays

Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. Accordingly, students who wish to bring treats for the class on their birthday may do so. Food that comes from home for sharing among the children must be either whole fruits, commercially prepared packaged foods in factory-sealed containers, or from a bakery. The teacher will provide families a list of foods meeting the USDA's Child and Adult Care Food Program guidelines. Those who have summer birthdays are welcome to choose a school day to celebrate with their class.

To avoid hurt feelings, we discourage children from passing birthday invitations out at school (unless the entire class is invited).

Child Custody

In most cases, when parents are divorced, both mom and dad continue to have equal rights where their children are concerned. If there is a court order that limits the right of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

Child Guidance and Discipline

Teaching staff will equitably use positive guidance and redirection and plan ahead to prevent problems. They will encourage appropriate behavior through the use of consistent clear rules and involve children in problem solving to foster the child's own ability to become self-disciplined. Discipline will be explained to the child before and at the time of any disciplinary action. Teaching staff will encourage children to respect other people and property, to be fair, and learn to be responsible for their own actions. Teaching staff will use discipline that is consistent, clear, and understandable to the child. They will help the children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn turn taking.

Children's Records

Student records containing personally identifiable information, except for directory information, are confidential. The files are kept updated by families and staff. While the content of the file is confidential, it is immediately available to: administrators or teaching staff who have legitimate need; parents and legal guardians, and regulatory authorities.

Clothing

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes to school. Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature. Flip flops are discouraged due to safety concerns. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

Conferences

Our Early Childhood programs will have formal family-teacher conferences for children enrolled in the 4-year-old class, pre-k class, and ECSE class. These will take place at the same time as the elementary conferences in the fall and spring. The teacher will send home a sheet before the conference asking you to consider what new skills you see your child developing at home or in the community, to think about what you'd like more information on, and whether you have new or different goals for your child. During the conference, the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

Please see the preschool section for information regarding the 3-year-old class.

Confidentiality

Ongoing interaction and support from both families and staff make the connection between home and school a two-way street. You can help by sharing information about your child with us. Especially during any crisis or period of change, when children are under stress and act or react differently, please keep us informed. Obvious times include a change in jobs, a move to a new house, or an illness or death in the family, but they could also involve the child experiencing nightmares, making changes in eating habits, and stopping and starting medication. As employees of AGWSR's early childhood program, it is mandatory that strict confidentiality be maintained. Anything you share with us will be held in strict confidence. No discussion of private center, staff, or family concerns is allowed between staff members, with Cougar's Den families, or any member of the outside community. In turn, we'll alert you to anything out of the ordinary that we might notice in your child here at preschool.

Educational Services

The AGWSR Community School District and Central Rivers AEA, with the approval and support from the Iowa Department of Education, will be offering greater opportunities for teachers and students to receive assistance when educational problems arise. Under the current procedures, Central Rivers AEA staff such as school psychologists, consultants, speech-language pathologists, audiologists, school social workers, and early childhood special education teachers will be considered part of the school team. They, together with the special education teachers employed by our school, will have opportunities to provide consultative services to all teachers and to work with any student who is in need of help. If your child is experiencing learning or behavioral problems in school, you as a parent will be involved in the problem-solving activities and the planning of interventions for your child. The interventions developed may include director services outside the classroom. Together we will also discuss what you may do at home to help your child succeed in the school district to increase potential help for all students. If you have suggestions, please feel free to contact your principal.

Family Involvement

AGWSR School District encourages families to be involved in their child's education by observing their children during the day when possible and meeting with staff. Family members are welcome to visit at any time during class sessions.

Teachers and administrators use a variety of formal and informal ways to become acquainted with and learn from families about their family structure and their preferred means of child-rearing practices and communication; and information about their socioeconomic, linguistic, racial, religious, and cultural backgrounds as they wish to share. Families are surveyed in enrollment paperwork and through other questionnaires during the year regarding their family, beliefs, and preferences. Program staff communicate with families on at least a weekly basis regarding children's activities and developmental milestones, shared care-giving issues, and other information that affects the well-being of their children.

AGWSR School District values the time spent talking and interacting with families and developing strong, reciprocal relationships. As the teacher learns from the families' expertise regarding their child's interests, approaches to learning, and developmental needs, goals for your child's growth and development can be incorporated into ongoing classroom planning. Families are encouraged to share any concerns, preferences, or questions with the preschool teacher or administration at any time.

Although in-person daily contact cannot be replaced, preschool staff also rely on notes home, emails, phone calls, newsletters, and bulletin boards as alternative means to establish and maintain open, two-way communication.

The school district will, to the extent possible, provide full opportunities for meaningful participation of the families with children with limited English proficiency, families with children with disabilities, including providing information and school reports in an understandable and uniform format and, including alternative forms on request, and to the extent possible, in a language families understand.

The school district believes that families should be supported in making decisions about services that their children may need. The teaching staff will provide information to families about available community resources and assist as requested in helping the family make connections.

Field Trips

Many valuable learning experiences are gained on field trips. Walking field trips are used to extend classroom studies. Parent permission is requested in the fall during registration. Teachers will send home notices with details before the trip occurs.

Food and Nutrition

Attitudes about food develop early in life. The food children eat affects their well-being, their physical growth, their ability to learn, and their overall behavior. We have an opportunity to help children learn about foods, to enjoy a variety of foods from their own culture and others, and to help them begin to appreciate that their bodies need to be strong, flexible, and healthy. Eating moderately, eating a variety of foods, and eating in a relaxed atmosphere are healthy habits for young children to form.

Children attending the AM or PM session or the ECSE program are served a snack at a regularly scheduled time. Two food groups will be represented at each snack time as outlined in USDA guidelines. A written snack menu is posted in the classroom and available to families. Those children who attend the ECSE program are also served lunch. Nutritious meals are served that offer a wide variety of foods from the basic food groups. All menus are kept on file for review by a program consultant. The preschool programs serve a wide variety of nutritional foods and encourage children to expand their tastes by at least trying a portion of the food offered.

All food is prepared, served, and stored in accordance with U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines. Clean, sanitary drinking water is made available to children throughout the day. Staff discards any foods with expired dates. Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Foods requiring refrigeration will be kept cold until served.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program with an individualized care plan prepared in consultation with family members and specialists involved in the child's care. Children with food allergies shall be protected from contact with the problem food. With family consent, the program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day. Program staff will keep a daily record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provide parents with that information.

The school district does not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment, nor will teaching staff ever threaten to withhold food as a form of discipline.

Illness

For the health and safety of all the children, it is mandatory that sick children not be brought to school. We do not want to have the illness spread to others, nor can our staff care for an ill child. Please keep your child home if he/she has any of the following symptoms:

- Temperature above 100.4 degrees – child must be fever-free without medication for 24 hours before returning
- Unexplained lethargy
- Nausea and/or vomiting within 24 hours prior to arrival
- Three or more loose stools (diarrhea) within 24 hours prior to arrival
- An undiagnosed skin rash or sore with suspicion of a communicable nature
- Eyes or ears that are red, inflamed, and/or draining

- A bacterial infection such as strep throat, impetigo, or pink eye and has not completed 24 hours of prescribed medication
- Chicken pox
- Lice, ringworm, or scabies that is untreated and contagious
- Significant respiratory distress to include constant cough, chest discomfort, and difficulty breathing

Please call Cougar's Den (641-847-2699) or the Wellsburg Elementary (641-869-5121) if your child will be absent due to illness, etc.

When a child develops signs of an illness during their day at preschool/pre-k, parents, legal guardians, or other person authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person, and your child's pediatrician.

Communicable Diseases

Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities and has, at least annually, made contact with those authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur.

Medication Policies and Procedures

The school will administer medication to children with written approval of the parent and an order from a health provider for a specific child. Because administration of medication in the school is a safety hazard, medication administration will be limited to situations where an agreement to give medicine outside preschool program hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

The school nurse coordinates and/or administers medication during school hours only if the parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that is child-resistant. Any other person who would administer medication has specific training and a written performance evaluation, updated annually by a health professional on the practice of the five right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. Medication errors will be controlled by checking and recording these five right practices each time medication is given. Should a medication error occur, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the school.

For prescription medications, parents or legal guardians will provide the school with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage, and disposal instructions.

For over-the-counter medications, parents or legal guardians will provide the medication in a child-resistant container. The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer; and the name of the health care provider who recommended the medication for the child.

Medication will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant container that is locked and prevents spillage.

A medication log will be maintained by the school staff to record the instructions for giving the medication, consent obtained from the parent or legal guardian, amount, the time of administration, and the person who administered each dose of medication.

Insect Repellent

When public health authorities recommend use of insect repellents due to high risk of insect-borne disease, preschool staff will apply parent-supplied insect repellent with written permission.

Late Pick-Up

- If you arrive late and are picking your child up 5-20 minutes late, you will be charged **\$5**.
- If you arrive 20 minutes late or more, you will be charged an additional **\$5 (\$10 total)**.
- Payment is expected on the spot.
- If you are not able to pay the late pick-up fee on the day that it happens, you will have to pay at the beginning of class on the next preschool day.
- If you do not have payment on the next preschool day, your child will not be able to attend preschool until the fee is paid.
- If families do not pick their child up on time or pay the required fee for late pick-up, their child could potentially be dropped from our program.
- **If someone other than yourself will be picking up your child, please make sure they are aware of our dismissal times, as well as our late pick-up policy.**

Thank you for your understanding and cooperation!

Non-Discrimination Statement

It is the policy of the AGWSR School District not to discriminate on the basis of race, color, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion or creed in its program activities, or employment practices as required by the Iowa Code sections 216.7 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C., 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C., 206, et seq.), Title IX (Educational Amendments, 20 U.S.C., 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C., 794) and the Americans with Disabilities Act (42 U.S.C., 12101, et seq.).

The Board will designate an individual to serve as the school system's Title IX Compliance Officer, and will publicize the name, office address and business telephone number of the designee. Inquiries about the enforcement of this nondiscrimination policy can be directed to the Compliance Office; or the Director of the Iowa Civil Rights Commission Des Moines, IA; or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, MO; or the Director of the Office of Civil Rights, Washington D.C.

The Title IX Compliance Officer for the AGWSR School District is: Mr. Erik Smith, Superintendent, 918 4th Ave, Ackley, IA 50601, 641-847-2611.

Parties

There will be a classroom party for fall, winter, and Valentine's Day. Prior to these parties, children may be asked to bring specific items for these parties so please refer to classroom newsletters for additional information.

Smoking Policy

The school buildings and grounds are to be "smoke free." There is to be no smoking in the school buildings or on school property.

Sunscreen

To protect against sun injury, preschool staff will apply parent-supplied sunscreen with written permission.

Toilet Learning

Toilet learning is an important time in a child's development. For children who are unable to use the toilet consistently, the following procedures are in place:

1. Diapering will only be done in the designated diaper area, i.e., the bathroom with a changing table. Food handling will not be permitted in this diapering area.

2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards: Standard 5, Criteria 5:

- 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 at least every 2 hours. Diapers are changed when wet or soiled.
- Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
- At all times, caregivers have a hand on the child if being changed on an elevated surface.
- 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.
- 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). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
- Diapering and Gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.
- All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

Transitions

Home-school connections are crucial to the transition to kindergarten or any other program, such as special education. The child's family provides the consistency and continuity necessary for a young child to be successful. Making a change from one program to another can sometimes be difficult for a young child whether the transition is within the same building or in another location. Teaching staff will partner with the family to make the transition as smooth as possible by connecting family members with the next program's staff. Preschool staff will provide information about enrollment policies and procedures, program options, and arrange for a classroom visit whenever possible.

Volunteers

Volunteers are welcome in the classrooms. These opportunities vary from mystery readers to providing an extra set of hands in the classroom. Please watch weekly newsletters for volunteer opportunities.

Cougar's Den
3-Year-Old Preschool
and
4-Year-Old Preschool

Contact Information

Michelle Hunt
Cougar's Den – 641-847-2699
mhunt@agwsr.org

Communication

Communication between home and school is important. Each child will receive a communication folder. I will be updating you with weekly notes and will place them, as well as your child's projects, in his or her folder. Please check your child's folder on a daily basis and send it back to school with your child each day. In addition, if you are sending a note, a tuition check, or a book order, please put these inside your child's folder as we will check their folder not their backpack.

Each child will be given a monthly show and share calendar. This calendar will also highlight important dates. Calendars will be sent home during the last week of each month. For example, October's calendar will be sent home during the last week in September.

Home Visits

Home visits are made to all children enrolled in the 4-year-old class prior to the start of school. This is an opportunity for the preschool teacher to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child's needs. This is a great time for you to share what makes your family unique, how you prefer to communicate with the teacher, and share your knowledge about your child's interests, approaches to learning, and developmental needs. You can help the teacher understand what your goals are for your child and whether you have any concerns you'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with the classroom teacher.

Outside Play

Weather permitting, we will take the children outside each day. Please send appropriate outdoor clothing with your child.

We would love to have the preschoolers go outdoors even during the winter months when there is snow on the ground. However, after getting all of our winter clothes on, very little time would remain for the children to spend outside. Therefore, movement activities will be planned for indoors during those months.

Pictures

3-year-olds and 4-year-olds will have their pictures taken in September/October by Voss Studio of Austinville. Both individual and group photos will be taken; however, families are not obligated to make a purchase.

Programs

Cougar's Den Preschool and Pre-K will hold two programs during the year: our winter program in December and our graduation program in May. All classes will participate in each program.

Progress Reports and Conferences:

3-Year-Olds: Progress reports will be sent home twice a year, in January and May.

4-Year-Olds: We will hold formal family-teacher conferences for children enrolled in the 4-year-old class. These will take place at the same time as the elementary in the fall and spring. The teacher will send home a sheet before the conference asking you to consider what new skills you see your child developing at home

or in the community, to think about what you'd like more information on, and whether you have new or different goals for your child. During the conference, the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

Registration and Tuition

There is a \$15 registration fee for 3-Year-Old preschool payable at the time of enrollment. Checks should be made to Cougar's Den Preschool.

Tuition for the 3-Year-Old Class is \$70 and is due at the beginning of each month.

There are no registration or tuition charges for 4-Year-Old preschool.

If your child also attends daycare, separate checks must be made: one for preschool and one for daycare.

Show and Share

Preschoolers are invited to bring one special item from home that they would like to share with the class. Parents will be given a show and share calendar.

Supplies

Each preschooler is asked to bring the following supplies each day: their communication folder, a regular-size backpack, and an extra set of clothing. Additional supplies that we request will be published in the Cougar Tracks, as well as our welcome letter.

We encourage children to only bring toys from home on their show and share day.

Weather

Our preschool's weather policy is based on the weather-related decisions of AGWSR.

Morning Classes:

- If AGWSR schools are delayed two hours, we will not have morning class.
- If AGWSR schools dismiss early for inclement weather, we will dismiss at the same time.
- If AGWSR schools are canceled, we will not have class.

Afternoon Classes:

- If AGWSR schools are delayed two hours, we will still have afternoon class.
- If AGWSR schools announce that we will dismiss early for inclement weather and we know prior to class starting, we will not have class.
- If the weather changes abruptly and AGWSR schools dismiss early, we will dismiss at the same time.
- If AGWSR schools are canceled, we will not have class.

**Discovery Preschool
3-Year-Old Preschool
and
4-Year-Old Preschool**

Contact Information

Cortanie Cobie
AGWSR Elementary/Middle School – 641-869-5121
ccobie@agwsr.org

Communication

Communication between home and school is important. Each child will receive a communication folder. I will be updating you with weekly notes and will place them, as well as your child's projects, in his or her folder. I will send folders home every Tuesday, Thursday, and Friday. Please return your child's folder back every Tuesday, Thursday, and Monday. In addition, if you are sending a note, a tuition check, or a book order, please put these inside your child's folder as we will check their folder not their backpack.

Home Visits

Home visits are made to all children enrolled in the 4-year-old class prior to the start of school. This is an opportunity for the preschool teacher to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child's needs. This is a great time for you to share what makes your family unique, how you prefer to communicate with the teacher, and share your knowledge about your child's interests, approaches to learning, and developmental needs. You can help the teacher understand what your goals are for your child and whether you have any concerns you'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with the classroom teacher.

Outside Play

Weather permitting, we will take the children outside each day. Please send appropriate outdoor clothing with your child.

We would love to have the preschoolers go outdoors even during the winter months when there is snow on the ground. However, after getting all of our winter clothes on, very little time would remain for the children to spend outside. Therefore, movement activities will be planned for indoors during those months. If we decide to go outside during the winter, I will send out a message on SeeSaw letting families know if we will be going outside, so you can plan to bring appropriate winter gear.

Pictures

3-year-olds and 4-year-olds will have their pictures taken in September/October by Voss Studio of Austinville. Both individual and group photos will be taken; however, families are not obligated to make a purchase.

Programs

Discovery Preschool will hold two programs during the year: our winter program in December and our graduation program in May. All classes will participate in each program.

Progress Reports and Conferences:

3-Year-Olds: Progress reports will be sent home twice a year, in January and May.

4-Year-Olds: We will hold formal family-teacher conferences for children enrolled in the 4-year-old class. These will take place at the same time as the elementary in the fall and spring. The teacher will send home a sheet before the conference asking you to consider what new skills you see your child developing at home or in the community, to think about what you'd like more information on, and whether you have new or

different goals for your child. During the conference, the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

Registration and Tuition

There is a \$15 registration fee for 3-Year-Old preschool payable at the time of enrollment. Checks should be made to Discovery Preschool.

Tuition for the 3-Year-Old Class is \$70 and is due on or around the 1st of each month. There are no registration or tuition charges for 4-Year-Old preschool.

If your child also attends daycare, separate checks must be made: one for preschool and one for daycare.

Supplies

Each preschooler is asked to bring the following supplies each day: their communication folder, a regular-size backpack, and an extra set of clothing. Additional supplies that we request will be published in the Cougar Tracks, as well as our welcome letter.

Weather

Our preschool's weather policy is based on the weather-related decisions of AGWSR.

- If AGWSR schools are delayed two hours, we will not preschool.
- If AGWSR schools dismiss early for inclement weather, we will dismiss at our regularly scheduled time.
- If AGWSR schools are canceled, we will not have class.

Transitional Kindergarten

Contact Information

Michelle Hunt
Cougar's Den – 641-847-2699
mhunt@agwsr.org

Communication

Communication between home and school is important. Each child will receive a communication folder. I will be updating you with weekly notes and will place them, as well as your child's projects, in his or her folder. Please check your child's folder on a daily basis and send it back to school with your child each day. In addition, if you are sending a note, a book order, etc., please put these inside your child's folder as we will check their folder not their backpack.

Each child will be given a monthly show and share calendar. This calendar will also highlight important dates. Calendars will be sent home during the last week of each month. For example, October's calendar will be sent home during the last week in September.

Pictures

TK students will have their pictures taken at the elementary school in August/September.

Programs

Cougar's Den Preschool and TK will hold two programs during the year: our winter program in December and our graduation program in May. All classes will participate in each program.

Progress Reports and Conferences:

We will hold formal family-teacher conferences for children enrolled in the TK Class. These will take place at the same time as the elementary in the fall and spring. The teacher will send home a sheet before the conference asking you to consider what new skills you see your child developing at home or in the community, to think about what you'd like more information on, and whether you have new or different goals for your child. During the conference, the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

Outside Play

Weather permitting, we will take the children outside each day. Please send appropriate outdoor clothing with your child.

We would love to have the preschoolers and TK students go outdoors even during the winter months when there is snow on the ground. However, after getting all of our winter clothes on, very little time would remain for the children to spend outside. Therefore, movement activities will be planned for indoors during those months.

Registration

There is a \$15 registration fee for three-year-olds and TK students payable at the time of enrollment. There is no registration fee for 4-Year preschool students. Checks should be made to Cougar's Den Preschool.

Show and Share

TK students are invited to bring one special item from home that they would like to share with the class. Parents will be given a show and share calendar.

Supplies

Each TK student is asked to bring the following supplies each day: their communication folder, a regular-size backpack, and an extra set of clothing. Additional supplies that we request will be published in the Cougar Tracks, as well as our welcome letter.

We encourage children to only bring toys from home on their show and share day.

Scheduled Early Dismissals

We will observe all staff development/vacation days and all early dismissals as noted on the school calendar. Therefore, we will observe 2:00 early dismissals on Wednesdays. If school is delayed due to inclement weather on a Wednesday, the Wednesday afternoon professional development will be canceled and we will not dismiss early.

Transportation

TK students who live in the country do have the option of riding the bus home from school. Transportation to and from school is provided for those pre-k students living in rural Ackley, as well as Geneva, Wellsburg, and Steamboat Rock areas.

Weather

Our TK's weather policy is based on the weather-related decisions of AGWSR.

- If AGWSR schools are delayed two hours, we will still have afternoon class.
- If AGWSR schools announce that we will dismiss early for inclement weather and we know prior to class starting, we will not have class.
- If the weather changes abruptly and AGWSR schools dismiss early, we will dismiss at the same time.
- If AGWSR schools are canceled, we will not have class.

ECSE

Contact Information

Dawn Kruger
Cougar's Den – 641-847-2699
dkruger@agwsr.org

ECSE Hours

Our school day officially begins at 8:15 am and ends at 3:15 pm. Please make every effort to have your child at school by 8:15 am and picked up by 3:15 pm each day.

Scheduled Early Dismissals

The ECSE program WILL honor early dismissals of the district, including Wednesday dismissal times.

Weather-Related Early Dismissals/Late Starts

The ECSE's weather policy is based on the weather-related decisions of AGWSR. The ECSE program WILL honor early dismissals, late starts, and cancellation of school for all weather-related reasons. Please keep your radio/TV tuned to a local station to keep you up-to-date regarding early dismissals, late starts, and cancellations.

Outside Play

We have daily opportunities for outdoor play as the weather permits and provided the weather air quality and environmental safety conditions do not pose a threat. This allows children the opportunity to develop their large muscle skills, get exercise, and be active. We use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the wind chill factor or heat index is safe for outdoor play.

In order to make sure that your child can play comfortably outside it is important to dress him/her according to the weather. When it is cold outside he/she needs a warm coat, mittens or gloves, and a hat (all labeled with your child's name). For the warmer days, dressing your child lightly is just as important. For those in-between days dressing your child in layers is a practical idea.

Lunch

Each child who is enrolled in the ECSE program will have the opportunity to eat lunch with the staff and students of that program Monday through Friday. All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines.

Tooth Brushing

Tooth brushing is an important self-help skill which all children need to master. This will be implemented daily after lunch. Please make sure your child has a toothbrush and toothpaste that can be left at school.

Rest/Nap Time

There is a scheduled rest time for children each afternoon after lunch. The classroom is equipped with child-size cots. If you wish, you may send a small pillow and blanket for your child to use during that time. Please understand, children are NOT required to sleep during this time. It is a choice if they choose to fall asleep; otherwise, it is simply considered a short rest time.

Supplies

Each ECSE student is asked to bring the following items which can be left at school: a change of clothes, a toothbrush and toothpaste, a paint shirt, and 2 boxes of Kleenex tissues. In addition to the above, each child will need to bring a regular-size backpack to school with them each day.