

# GRISWOLD TIGER CUB PRESCHOOL

Griswold Tiger Cub Preschool was awarded the Statewide Voluntary Preschool Program Grant in 2008 as a result of the Preschool Advisory Committee's dedicated work. The program's goal is to provide a high quality preschool program meeting each child's needs, including children with disabilities and those from a diverse background. The preschool provides a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to new skill development. It is a setting where children feel safe, respected, and cared for. This is an opportunity for all four-year-old children to take part in planned, active learning experiences to build their readiness skills. The preschool program has adopted and meets the Iowa Quality Preschool Program Standards, administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations for the children and instructional practices.

## **MISSION, PHILOSOPHY, AND GOALS (QPPS 10.1)**

### ***Mission:***

The mission of the Griswold Community School District, in partnership with our families and communities, is to provide leadership for positive change to ensure the best learning opportunities for everyone in a safe and caring environment.

### **Goals for Children:**

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

### **Goals for Families:**

- Families will feel welcome in the classroom and school.
- Families will work with the school in a meaningful partnership to help their children be better prepared to learn to read and write.
- Families will advocate for their children.

## **Eligibility**

Griswold Tiger Cub Preschool Enrollment Guidelines (in the following order):

- Three year old students currently enrolled in Tiger Cub Preschool will automatically be enrolled in 4 year preschool for the following year.
- Placement in preschool will be considered according to the date the completed application is received after January 15th.
- Four year olds (by Sept 15th) who live in the district and have completed the application have first priority until May 20<sup>th</sup>



- After May 20th - 4 year olds (by Sept. 15th) from outside the district will be given preference
  - After May 20th - 5 year olds (by Sept. 15th) will be given preference for tuition based Preschool
- \* After May 31st a parent letter will be sent to 3 year olds informing them if they have a spot held for them.

### 3 Year Old Preschool

- 3 Year olds will only be enrolled in parent paid full time preschool with district employees given first preference, and then other students.

### 5 Year Old Preschool

- If a parent decides to send a student that turns 5 before Sept 15th. They may attend 5 days a week at full tuition.
- See Notes Above

### Special Education Preschool

- Special Education Preschool is a full integrated program with typically developing peers
- Early Childhood Special Education classroom typically has an enrollment of 6-8 special education students on his/her roster.
- Qualifying students may start at 2 years 9 months anytime during the year.

Registration materials are available from the elementary secretary. Final registration will occur in the fall.

### **Fees for Preschool**

#### Full Time Program

\$3780 per year

Payable @ \$420 per month September through May

#### Qualifying Students\*

No Cost - All 4 year olds on or before Sept. 15th are eligible for free tuition

\*Definition of a qualifying student is one who is four before September 15th or the student has a current Individual Education Plan (IEP).

Payments for preschool tuition will be due on the first day of the month. We would like to ask our families to hand deliver tuition checks to the secretary, mail them to Griswold Superintendent's office, or put in a sealed envelope marked tuition and placed in the student's book bag. Bills reflect one month of fees and any past due fees. If bills become delinquent past one month, the child may be removed from the program.

### **Hours**

#### Full Time Program

Monday, Tuesday, Thursday, Friday – 8:10 to 3:10

Wednesday – 8:10 to 2:10



### Early Childhood Special Education Program

Monday, Tuesday, Thursday – 8:10 to 3:10

Wednesday – 8:10 to 2:10

### **All Programs**

Preschool will begin 3 days after K-12 in order to allow preschool students to visit the room and the staff to complete home visits required for the four year olds funded by the grant. The state of Iowa requires early childhood staff to attend Preschool Institute each month.

Preschool will not meet 14 days during the year for professional development. Parents will be informed as soon as GHAEA determines those days.

Due to the short day, preschool will not attend the final day of school. The Tiger Cub preschool follows the Griswold school calendar, with some exceptions which are listed above. If other changes need to be made to the preschool calendar because of the preschool grant, parents will be notified as soon as possible.

### **General Information (QPPS 5.1, 10.4)**

Before the first day of preschool, a copy of all medical records, including a signed immunization form, and birth certificate shall be submitted to show the child is current for routine screening tests and immunizations according to the schedule recommended by the State of Iowa.

A teaching staff-child ratio of at least 1:10 will be maintained at all times, with a maximum classroom size of 20 to encourage adult-child interactions and promote activity among children per SWVPP standards.

### **Curriculum & Assessment (QPPS 2.1, 2.3, 4.1)**

Curriculum is a framework for learning opportunities and experiences. It is a process by which learners obtain knowledge and understanding, while developing life skills. It is continually revised and evaluated to make learning fun and exciting.

It is the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnic origin, religion, and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural nonsexist society. **(QPPS 1.7)**

The preschool program uses *Creative Curriculum Gold*, a research and evidence based comprehensive curriculum designed for three to five-year-olds. It addresses all areas of early learning: social/emotional, physical, cognitive, and language development. It provides children an opportunity to learn in a variety of ways - through play, problem solving, movement, art, music, drawing and writing, listening, and storytelling. Suggestions for modifications and adaptations are an integral part of the curriculum. Four year old preschool classrooms to balance the learning needs of all students. **(QPPS 2.1, 2.2)**



### **Assessments (Standard 4.2)**

Assessment occurs all year long in the PS classroom in their natural learning environment. There are 3 assessment periods during the year. Parents are given the results 3 times a year during fall conferences, winter conferences and at the end of the year. Parents are encouraged to call with questions or to discuss any assessment milestones. All student results are kept uploaded from Creative Curriculum after each assessment period and shared with parents during the reporting period.

### **Written Assessment Plan (Standard 4.1)**

The program's written assessment plan includes the multiple purposes and uses of assessment, including

- arranging for developmental screening and referral for diagnostic assessment when indicated,

All 4 year olds are screened at the beginning of the year. ASQ and ASQ:SE are sent home to families to complete. After reviewing the results with family members, it is determined if any other forms of assessment are needed. If needed the appropriate person is contacted for informal observations and screenings

- identifying children's interests and needs,

Several times during the year, interest inventories are completed as a class and individually. Teaching teams use the information to develop a plan with the curriculum and the needs of the children.

- describing the developmental progress and learning of children,
- improving curriculum and adapting teaching practices and the environment

Preschool teams attend specialized training during the year to support and improve teaching skills. During this time, the team will also meet to discuss the needs and interests of children in each classroom.

- planning program improvement, and,
- communicating with families.

### **Children's Records - Confidentiality**

Student records containing personally identifiable information, except for directory information, are confidential and are stored in a locked cabinet. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the district administration office.

The Griswold Community School District maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the students. The records contain information about the student and his or her education and may include, but are not limited to, the following types of information: Identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or



teacher ratings and observations, and external agency reports. The records of each student are located in the school that he or she is attending.

In order to provide a safe and secure environment for every child and adult, we follow the guidelines required by the Iowa Quality Preschool Program Standards.

### **Health Records and Immunization Certificates**

Before a child begins the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the Iowa Department of Public Health. When a child is overdue for any routine health services, parents/guardians provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunization for which parents are using religious exemption.

### **Dental Health Emergency**

Each family is required to submit in writing a family dentist or dentist of their choice to ensure the family's wishes are granted, if possible, in the case of a dental emergency. The nurse will maintain the files. Health and Safety Records Health and safety information collected from families will be maintained on file for each child in the school nurse's office.

**Child Health and Safety Records will include:** 1. Current information about any health insurance coverage required for treatment in an emergency; 2. Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results; Families must provide current immunization records before entering the programs. 3. Current emergency contact information for each child, that is kept up to date by a specified method during the year; 4. Names of individuals authorized by the family to have access to health information about the child; 5. Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes); 6. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions, conditions that require regular medication or technology support; 7. Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs.

Staff implements a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

### **Daily Activities**

A consistent daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Play is planned for every day. Listening is balanced with talking, group activities with



solitary time, indoors with outdoors, quiet play with noisy play. Your child will have the opportunity for the following types of activities every day:

Large and Small Group Activities	Self-directed Play	Snack
<i>Learning Center Activities:</i> Art, Science, Writing Table, Games and Put together toys, Book Center, Blocks and Wheel Toys, Pretend Play	Story Time	Computers
	Large Motor	Individual Activities

A flexible daily schedule is posted on the parent board, as well as the website. Parents may look for notes in their child’s daily folder.

**5.18 Cleaning and Sanitization (IQPPS 5.18, 5.19)**

Classroom areas will be maintained in a clean and sanitary condition. Toys that have been placed in a child’s mouth or that are otherwise contaminated will be removed immediately and disinfected prior to using again. This also applies to other surfaces in the classroom. Toys and surfaces will be disinfected using an acceptable and safe disinfectant. Machine washable cloth toys that have been placed in a child’s mouth or that are otherwise contaminated must be laundered before another child’s use. Toys that cannot be cleaned and sanitized will not be used. Staff will be trained in cleaning techniques, proper use of protective barriers, such as gloves, and proper handling and disposal of contaminated materials.

**Hot Lunch Program**

Lunch is served each day for our Full Day Programs. Each child will have an account in the JMC Food Service Computer System. A form will be available at registration or through the secretary to see if your family would qualify for free or reduced prices on lunch. You may put any amount into your child’s account, either by check or through Pay Schools on-line. Prices will be available with registration materials. Prices may be raised as per board directive.

**Snacks/Foods and Nutrition (QPPS 5.12- 5.21)**

Children may choose to have breakfast before class begins. A snack will be offered daily. The preschool serves a wide variety of nutritional snacks, and encourages children to expand their tastes by at least trying a portion of the food offered

**Food Allergies:** When families bring medical documentation of food allergies or special nutritional needs the PS Program notifies the school nurse, the kitchen and posts signs around the room. The nurse will send home an official form about their allergy and share it back with staff. If a 504 or health plan is needed, the nurse will facilitate this. (QPPS 5.13)

Staff take steps to ensure the safety of food brought from home:

- They work with families to ensure that foods brought from home meet the USDA’s CACFP food guidelines.



- All foods and beverages brought from home are labeled with the child's name and the date.
- Staff make sure that food requiring refrigeration stays cold until served.
- Food is provided to supplement food brought from home, if necessary.
- Food that comes from home for sharing among the children are either whole fruits or commercially prepared packaged foods in factory-sealed containers.

### **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. Please remember that they play outside and need clothing appropriate for outdoor play. Children need a coat if the temperature falls below 60 degrees. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur. Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature. 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.

### **Objects From Home**

Because the preschool program provides ample toys and learning materials for your child, we ask that you limit toys brought from home. Please do not allow children to bring gum, candy, money, or toy guns to school. The program cannot be responsible for lost or broken toys brought from home.

### **Birthdays (QPPS 5.13)**

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 or commercially prepared packaged foods in factory-sealed containers. 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. Invitations to parties outside of school that do not include the entire class will not be distributed at school.

## **COMMUNICATION WITH FAMILIES (QPPS 1.1, 7.5)**

The program will promote communication between families and staff by using written notes as well as informal conversations or e-mail. Families are encouraged to send written notes with important information so all the staff who work with the child can share the parent's communication. Staff will use notes to inform families about the child's experiences, accomplishments, behavior, and other issues that affect the child's development and well-being. Parents are encouraged to maintain regular, on-going, two-way communication with the teaching staff in a manner that best meets their needs - email, in person, notes, or phone calls.

### **Family Teacher Conferences**



The preschool program will have formal family teacher conferences at the same time as the elementary school. 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.

### **Family Night**

Family night is an opportunity for you and your family to come to school to participate in fun as well as educational activities. The night will be planned to meet the needs of the children and families in the classroom.

### **Home Visits**

Home visits are made prior to the start of school or during the school year. 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 either the classroom teacher or administrator.

### **Volunteering**

There are many opportunities to volunteer in the preschool classroom such as reading, small groups, parties, etc. If you would like to volunteer in your child's classroom, please contact your child's teacher.

### **Transportation**

The Griswold Community Schools will provide school bus transportation for rural and Griswold preschoolers. Parents or legal guardians will be contacted, prior to the first day of preschool, with the pick-up and drop-off time and location. Parents or legal guardians are asked to keep their information current by reporting changes to the preschool teacher or elementary school secretary. All information will be updated at least quarterly by teaching staff.

### **Bus Rules**

- Be seated as the driver instructs
- Speak in a quiet and proper manner
- Be on time as schedules do not allow buses to wait
- Follow the bus driver's rules and instructions
- Arrive no earlier than 10 minutes before the town bus departs
- Stay out of the street

Students who do not follow these rules may lose the privilege of riding the bus.

### **Attendance**

Students who are enrolled for classes in the Griswold Community School District are expected to be in school for the full session and are expected to be punctual in their arrival and departure. Students are not expected to be absent any more than is necessary for health reasons or appointments. Irregular attendance interferes with the progress of your child and others as teachers find themselves taking class time to repeat information and make adjustments for those students who have been absent. Please call the elementary office with the reason for an absence no later than 8:10 A.M. For safety's sake, if a student is absent



without notification, the school secretary/teaching staff will attempt to contact the family to verify the child's absence from school.

### **Health and Immunization Certificates (QPPS 5.1)**

Before the first day of school, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended by the State of Iowa.

When a child is overdue for any routine health services, parents, legal guardians, or both provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunization for which parents are using religious exemption.

Prior to entering preschool, the school will need a copy of your child's birth certificate.

### **Illness Policy and Exclusion of Sick Children (QPPS 5.3)**

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night or while at school, he or she will not be admitted the following morning or will be sent home for the safety of the other children.

fever greater than 100 degrees F, without over-the-counter medication

- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge

The center's established policy for an ill child's return:

- fever free for 24 hours, without over-the-counter medication
- chicken pox: one week after onset (or when lesions are crusted)
- strep: 24 hours after initial medication
- vomiting/diarrhea: 24 hours after last episode
- conjunctivitis: 24 hours after initial medication or when without drainage

### **Toilet Learning (QPPS 5.5)**

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 is only done in the designated diaper area, i.e., the bathroom adjacent to the classroom with a diaper-changing table. Food handling is not permitted in this diapering area.

2. Staff follow all diapering guidelines set forth in the Iowa Quality Preschool Program Standard 5, Criteria 7:

- 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 checks 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;



- 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 is clearly labeled to show its intended use; and,
- Diapering and Gloving posters are posted in the changing area showing procedures with visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.

3. Soiled diapers and clothing are removed without contaminating any surface not already in contact with stool or urine.

- a. Fold the soiled surface of the diaper inward;
- b. Put soiled disposable diapers in a covered, plastic-lined, hands-free covered can. If reusable cloth diapers are used, put the soiled cloth diaper and its content (without emptying or rinsing) in a plastic bag or into a plastic-lined, hands-free covered can to give to parents/guardians.
- c. Put soiled clothes in a plastic-lined, hands-free plastic bag;
- d. If gloves were used remove them using the proper plastic-lined, hands-free covered can;
- e. Whether or not gloves were used, use a disposable antibacterial wipe or alcohol-based hand sanitizer to clean the surfaces of the caregiver/teacher's hands and an application to clean the child's hands, and put the wipes, if used, into the plastic-lined, hands-free covered can. Allow sanitized hands to dry completely before proceeding;

f. Check for spills under the child. If there is any, use the paper that extends under the child's feet to fold over the soiled area so a fresh, unsoiled paper surface is now under the child's buttocks.

4. Potty chairs are not used due to the risk of spreading infectious diarrhea.

5. 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.

### **Medication Policies and Procedures (QPPS 5.10)**

**Policy:** 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 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.

Safeguards are used with all medications for children:

- Staff administer both prescription and over-the-counter medications to a child only if the child's record documents that the parent or legal guardian has given the program written permission.
- The child's record includes instructions from the licensed health provider who has prescribed or recommended the medication for that child.
- Any administrator or teaching staff who administers medication has (a) specific training and (b) a written performance evaluation updated annually by a health professional on the practice of the six 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. (6) The person giving the medication signs documentation of items (1) through (5) above. Teaching staff who are required to administer special medical procedures have demonstrated to a health professional that they are



competent in the procedures and are guided in writing about how to perform the procedure by the prescribing health care provider.

- Medications are labeled with the child’s first and last names, the date that either the prescription was filled or the recommendation was obtained from the child’s licensed health care provider, the name of the medication or the period of use of the medication, the manufacturer’s instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.
- All medications are kept in a locked container.

**Required Training:** The district requires all staff members annually to complete state required training which include Mandatory Reporter Training, Bloodborne Pathogen Training, FEMA Training and CPR (child and infant). (QPPS 5.19) Staff also participates in all district non-certified professional development.

**Volunteering:**

There are many opportunities to volunteer in the preschool classroom such a reading, small groups, parties and many more. If you would like to volunteer in your child’s classroom, please contact your child's teacher, who can help you fill out the necessary volunteer forms.

**SIAC Committee:**

The district meets 3x a year to make decisions in regards to making improvements on the district, the buildings and the programming the district offers. Each fall, the district looks for community volunteers to serve on this committee. If you know you would like to participate, please contact the building principal who will ensure you are given communication about the meetings for the year.

**Early Dismissals and Late Starts**

Every Wednesday the Griswold Community School District dismisses one hour early for Professional Development. This dismissal has been figured into the weekly schedule.

Iowa weather is unpredictable and as a result, there may be late starts or early dismissals, resulting in the daily schedule changing. The following is our plan for such events:

- 2 Hour Late Start –full day will start two hours late.
- Early Dismissals due to weather – the classes will dismiss when the other grades dismiss.
- School Closings, Dismissals, or Late Starts – In the event of bad weather, school closings will be announced via: radio station KMA (960AM), KJAN (1220AM), KOAK (1080AM), KSOM (95) or KCSI (95.3). You may sign up for an automated text message on Griswold Community Schools website.

**Contact Information**

Griswold Elementary	778-2154	
Nigel Horton	778-2154	<a href="mailto:nhorton@griswoldschools.org">nhorton@griswoldschools.org</a>
Bus Barn	778-2166	<a href="mailto:JPeck@griswoldschools.org">JPeck@griswoldschools.org</a>
Lisa Butler	778-2154	<a href="mailto:lbutler@griswoldschools.org">lbutler@griswoldschools.org</a>
Alysia Holbrook	778-2154	<a href="mailto:Aholbrook@Griswoldschools.org">Aholbrook@Griswoldschools.org</a>
Misty Winston	778-2154	<a href="mailto:MWinston@Griswoldschools.org">MWinston@Griswoldschools.org</a>

Web Site [www.griswoldschools.org](http://www.griswoldschools.org)



**For more preschool policies and procedures please refer to the Griswold Tiger Cub Preschool Program Policies and Procedures manual.**

