

Woodbury Central Preschool
2023-2024 Parent/ Student Handbook

Table of Contents

Welcome	2
Preschool Schedule and Hours	2
Enrollment Qualifications	2
Orientation and Collaboration	3
Attendance Policy	3
Administering Medications	3
Lunch	3
Rest Time	4
Snacks	4
Toileting	4
Cleaning and Sanitizing	5
Dressing for Preschool	5
Changes in Your Child’s Routine	5
Personal Belongings and Items from Home	5
Book Orders	6
Seesaw App	6
Newsletter	6
Special Events/Field Trips and Class Parties	6
Volunteer Opportunities	6
Assessment and Parent Teacher Conferences	6
Curriculum	7
Sleep	7
Breakfast	7
Transitioning to TK or Kindergarten	7
Contact Information	7
Additional Information	7

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Welcome to Woodbury Central Preschool! While it is our hope to serve any child wishing to receive preschool services, it is our intent to serve Woodbury Central resident students first, offering programming to other students while space is available or until capacity of 20 students in each section is reached. Children must be four by September 15 in order to attend. All records and immunizations must be up to date, as well as a completed set of enrollment paperwork turned in prior to the first day of preschool. This will include: current information about health insurance coverage, results of a health examination (physical) showing up-to-date immunizations, emergency contact information with names of individuals authorized to have access to health records, and instructions for any of your child's special health needs.

The following information is a resource to answer potential questions about the program. If you have questions or concerns throughout the year, please contact the office at (712)873-3128. You may also contact Mrs. Metcalf, Elementary Principal (nmetcalf@wcvildcats.org) or Mrs. Krajicek (lkrajicek@wcvildcats.org).

Preschool Schedule and Hours

There is no cost to attend preschool at Woodbury Central. The first day of preschool for students attending the Monday/ Wednesday class will be on Wednesday, September 6th, and for students attending the Tuesday/Thursday class, on Thursday, September 7th.

School begins at 8:30 a.m. and dismisses at 3:30 p.m. Preschool children can come to the classroom after 8:05. Please do not drop them off earlier as both the teachers and paras will be working to get the classroom ready and will not be able to supervise your child. If your child arrives earlier, he or she will be in the lunchroom with the rest of the elementary students until 8:05. On the first day of school, you may bring your child to the room. After the first day, preschool staff will be in the lunchroom and at the bus drop-off to make sure your child gets to the classroom. Preschool will run on the same schedule as the rest of the school for days off and early dismissals.

Dismissal is at 3:30. Students who walk with other children or who are being picked up by an adult will be brought to the commons at that time. There will be no pick-up at the classroom. This is for the safety of all students in the building at the end of the day.

Enrollment Qualifications

Your child is eligible to attend preschool at Woodbury Central if the following criteria are met:

- Your child is a resident of Iowa; and
- Your child is four years of age on or before September 15 of the current school year
- Space and funding are available

Federal guidelines (Individuals with Disabilities Education Improvement Act or IDEA-2004) required the Least Restrictive Environment (LRE) to be considered for every child eligible for special education services. Children meeting these requirements and are between three years of age and preschool age are eligible to attend preschool at Woodbury Central.

Orientation and Collaboration

A home visit will take place two weeks before your child will start preschool. This is an opportunity for Mrs. Krajicek to really get to know your family and a great time for her to answer any questions you may have. Mrs. Krajicek will also discuss procedures and expectations for the upcoming school year.

Parents and guardians are encouraged to become an integral part of the classroom and school community. Collaboration and shared decision making are vital in order to work together to achieve similar goals. Participation in school wide and classroom events and celebrations, volunteering, active communication with Mrs. Krajicek through conferencing and parent meetings, as well as serving on decision making committees such as the School Improvement Advisory Team that meets annually to discuss student data and how that data should drive our instruction are ways families can participate.

Attendance Policy

Please call the school (873-3128) each and every day that your child will not be in school, and report the reason for his/her absence. If the attendance secretary does not hear from a parent by 9 a.m., she will call home.

Returning to school after an illness

Your child should be fever-free for 24 hours and eating a regular diet before returning to school. If your child has been to a physician and is prescribed an antibiotic, the medication must be taken for 24 hours before returning to school.

Administering Medications

An authorized practitioner, including the school nurse and those with Medication Administration training, will administer medications if your child requires treatment. The medication must be brought in its original container from the pharmacy or doctor's office with the date that the prescription was filled. The container must be clearly marked with the child's name, time to be given, frequency, and amount to be given. Please give all medications to the main office, nurse, or preschool staff. Each time a medication is given, the person administering will record the time and sign their name on a form kept for your child's record. Over the counter medications can be given with the same instructions as above as well as a parent signature. All medications are kept in a locked container in the nurse's office.

Lunch

Children will eat lunch in the lunchroom with the classroom teacher and paraeducators.

Your child may eat the school lunch (please contact the office for meal pricing), or they may bring a lunch from home.

Rest Time

There will be rest time every day at preschool. All students will receive a resting cot and a sheet to go over the cot that is cleaned after every use. Your child may bring a light blanket or towel to cover up with. After some quiet time, children who are not resting will be able to get books to look at.

Snacks

Students will receive a daily snack. Families may choose to sign up to bring snacks for the group, however are not obligated to do so. We follow the USDA Nutrition Standards, so if you choose to donate snacks, we ask you follow the guidelines from [this list](#). Some suggestions for snacks would include: fruit cups, cereal, granola bars, Nutri-grain bars, fresh fruit, graham crackers, teddy grahams, goldfish crackers, animal crackers, pretzels, string cheese, yogurt, Jell-O, vegetables, and snack mixes. The school will provide milk during snack time and provide snacks to the class when donated snacks are not available.

For each child with special health care needs, food allergies, special nutrition needs, an individualized health plan will be created by the school nurse in collaboration with families and Mrs. Krajicek. If families send snacks, we ask for nutritious snacks that do not contain peanuts in order to protect children with food allergies from contact with the problem food. A visual reminder is also posted in the classroom illustrating that it is a nut-free environment.

Toileting

Children enrolled in our Statewide Voluntary Preschool Program are not required to be toilet trained. A child is toilet trained when he/she can make known their need to use the bathroom and can perform basic hygiene needs independently. We recognize that children who are newly toilet-trained or who are just learning to be toilet-trained will have accidents.

For children who are unable to use the toilet consistently, families are expected to provide diapers for their child. Cloth diapers must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Preschool staff will check to make sure both the diaper and the outer covering are changed as a unit and 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. Disposable diapers will be placed in containers designated for disposable soiled diapers and have a lid that opens and closes using a hands free device.

Preschool staff will check children for signs that diapers, pull-ups, or underwear are wet or soiled at least every two hours. Staff will change students in designated private or semi-private changing areas that is used exclusively for that purpose. At all times, caregivers have a hand on the child when being changed on an elevated surface. Changing procedures are posted. All surfaces used for changing are sanitized after each changing. Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.

Cleaning and Sanitizing

We recognize the importance of clean and sanitary conditions for children's health and safety. Toys that have been in a child's mouth or otherwise contaminated are removed immediately, cleaned with soap and water and disinfected. This also applies to other surfaces in the classroom. We do not use toys that cannot be cleaned and sanitized. To control odors, our school uses ventilation and sanitation rather than sprays or deodorizers. Any spills are immediately and thoroughly cleaned up, and surfaces are disinfected using an EPA-approved disinfectant. All cleaners are kept out of the reach of children in a locked cabinet.

Dressing for Preschool

Play clothes are encouraged for preschool. We have a lot of fun in preschool, which can equal getting messy! Most of the supplies that we use are washable. Please send an extra set of clothes for your child to change into in case they would need them.

Please watch the weather when picking out clothes to wear to school. Even at the beginning of the school year, your child may need a sweatshirt or jacket, as it can be a little chilly outside and in the classroom.

When the weather gets cold, or it snows, we will still go outside as long as it is above 11 degrees. Students will need snow pants, snow boots, coats, hats, and gloves when winter comes.

The children will have P.E. and recess every day that we are at school. Athletic/ tennis shoes are encouraged as they are the safest footwear for playing and running.

Changes in Your Child's Routine

Please send a written note in your child's backpack, call the school, or send an email if your child has a change in how they are supposed to get to and from school, if they need to leave early, or if they will arrive late. Backpacks will be checked every morning for written communication. If you have a last minute change after 2:00 p.m., please call the office at (712)873-3128 as teachers may not be able to check email at that time.

Personal Belongings and Items from Home

Please label your child's personal belongings (sweatshirts, coats, backpacks, etc.). It makes it easier to identify who the items belong to when we are packing up bags at the end of the day. Due to items getting broken, lost, or damaged, please do not send toys or electronics to school with your child unless it is a specific day designated as a sharing day.

Your child should only bring money to school if it is for book orders, field trips, or for paying lunch or other bills to the office. If you send money to school, please put it in a sealed envelope and label it with the child's name and what it is for.

Book Orders

Book orders through Scholastic will be sent home upon occasion. If you would like to, you may order books for your child to have at home. You can purchase these online through the website or by sending the order back with a check.

Seesaw App

Our school utilizes the Seesaw App for communication. You should be receiving an invite to connect to that app. Mrs. Krajicek can get messages instantly and will send pictures and information through that app.

Newsletter

A classroom newsletter will be sent through the Seesaw App and through email every few weeks. Please check that letter for important information and to find out what we have been learning/doing in preschool.

Special Events/ Field Trips and Class Parties

We will go to the Pumpkin Patch, as well as have a Halloween, Christmas, and Valentine's Day Party. Children will also participate in a picnic at the park in May, weather permitting.

Preschool Graduation is typically held the last week of preschool for those students transitioning to TK or Kindergarten in the fall.

Volunteer and Collaboration Opportunities

Throughout the school year, families will be provided with opportunities to volunteer for the classroom. Volunteering in preschool may look like helping with class parties, reading with students, or chaperoning on field trips. Please let us know how you would like to be involved in supporting our classroom as a volunteer! In addition, we'd like your input on what we do well and what ideas you may have for improvement. Three times throughout the school year we will be seeking your ideas about our preschool program through a survey. At the beginning of the year we are curious about what topics you'd like to see included that would engage your child in learning. We will be seeking your feedback after first semester and again at the end of the year to get your ideas on how to make our program even better.

Assessment and Parent-Teacher Conferences

Our preschool uses both the GOLD and IGDI's forms of assessments. These assessments help to show growth that your child is making in many different dimensions of development. They also show how they are progressing in their kindergarten readiness skills. Children will be assessed in the fall, winter, and spring. Parent-teacher conferences are held in the fall and

spring to share with you how your child is doing. If you have questions or concerns at any time, please feel free to email, visit, or call the teacher at the school.

Curriculum

Studies show that young children learn best through play, social interactions with their peers, and hands-on experiences. Your child will have a mix of experiences at school. We will be doing projects and some papers, but there will be days where all of the learning will take place through activities that are hands-on and your child may not bring a paper home that day. Some of their work will be saved to put into their portfolios to bring home at the end of the year. Children are learning every day in many different ways.

Sleep

Please try to make sure your child is getting to bed at a good time, especially the first few weeks of school. It can be a big transition going to school and your child may require more sleep.

Breakfast

Please try to make sure your child eats breakfast before coming to school. Breakfast is not served in the classroom; however, your child may eat breakfast in the lunchroom before school hours. Children who eat breakfast have more energy and are ready to learn.

Transitioning to TK or Kindergarten

During spring conferences, Mrs. Krajicek will visit with you regarding your child's progress and discuss your child's learning journey into TK or kindergarten for the upcoming school year. Mrs. Krajicek will go over assessment data as well as her observations of your child's emotional, physical, and educational needs to help you determine the best placement for him/her in the fall.

How to Contact Mrs. Krajicek

School Email: lkrajicek@wcvildcats.org

School Phone: 873-3128/ Cell Phone: 712-253-8424

Additional Information

*This handbook may be printed in other languages upon verbal request of parent/parents. The Parent Language Survey is completed upon registration to ensure information is dispensed in the proper language.) If you are unable to read and need assistance, help is available upon verbal request. (During registration, assistance is offered to individual registering child.)