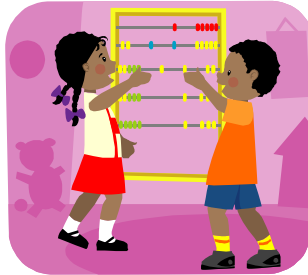


# Pleasant Valley Preschool Handbook



2017 - 2018

Hopewell Elementary  
Pleasant Valley Community School District  
3900 Hopewell Avenue  
Bettendorf, Iowa 52722  
563-332-0250

## Preschool Staff

Chris Welch, principal  
Michele Even, secretary  
Kelly Bradley, office staff

Michaela Martens, teacher  
Meredith Kennedy, teacher

Jen Hillman, teacher assistant

Kraig Hartz, Occupational Therapist  
Madeline Grothus, Speech-Language Pathologist

## Philosophy

Preschool students learn best in an engaging environment that allows them to explore interesting materials, interact with peers and develop skills through play. The role of the adult is to provide appropriate activities, model appropriate skills and behaviors and to support interactions between students. The Creative Curriculum® and Teaching Strategies GOLD skills for development provide the framework for the skills and activities presented in the preschool program.

## Beliefs

We believe that parents are a child's first teacher and should continue to participate in their child's preschool education.

We believe that support from siblings and extended family members will enhance the child's preschool education.

We believe opportunities for learning and developing skills occur at school, at home and in the community.

We believe a strong partnership between home and school offers children increased opportunities to practice developing skills; to generalize skills across environments and to include skills for home and family settings in the educational program.

## Preschool Information

Welcome to preschool - we are looking forward to an exciting year of learning! Along with typical preschool activities, your child will receive small group and individualized instruction. If your child has an IEP, specialized instruction will be provided that addresses his or her written goals.

## Arrival/Dismissal Procedures

*Students attend school Monday through Thursday, with Fridays reserved for home visits, team planning, and meetings. The morning session is from 8:30 am-11:00 am, the afternoon session meets from 12:30 pm-3:00 pm.*

Morning Families: At 8:25 teachers will meet families outside **Door E1**. We ask all families to park and walk their child to their teacher. Children will then walk with teachers into the classroom to start their day at 8:30.

For dismissal, families will meet outside **Door E1**. Teachers will walk children out **Door E1** at 11:00am.

Afternoon Families: At 12:25 teachers will meet families outside **Door E1**. We ask all families to park and walk their child to their teacher. Children will then walk with teachers into the classroom to start their day at 12:30.

For dismissal, at 2:55, children will be dismissed through **Door E1**. Due to the elementary getting out at 3:00pm we dismiss preschool children a few minutes earlier. We ask that all families please park and wait outside Door E1 by 2:55 and your child will walk outside with a teacher.

*Morning students who stay for lunch will be dismissed at 12:25; families can pick their child up outside the school at Door E1.*

*Afternoon students who have lunch at school should arrive at 11:00am. A teacher will greet your child outside Door E1.*

\*We ask all families to please respect the arrival and dismissal routines by waiting outside Door E1. We appreciate your cooperation! If your child is late please bring him/her to the main office at the front of the building. If you are late picking your child up, we will have them wait in the office for you.\*

### Daily Routine

**Arrival:** When the children arrive they take any notes or messages out of their backpacks, and put their backpacks in their cubbies. Then they stop at the easel to sign in and order their milk for snack, choosing either white or chocolate milk. From there, we will transition to the carpet to look at books until all children have arrived and taken care of the arrival procedures.

**Circle Time:** After completing the arrival routine and looking at books, we will transition to large group instruction, referred to as circle time. Circle time is a group gathering during which we share our ideas, plans, and observations. Circle activities are designed to stimulate youngsters' thinking, enrich their social skills, and expand their attention spans. During this language time, we read books, do songs and finger plays, as well as other activities like naming pictures, sorting or counting. Reading activities help youngsters develop an appreciation and enjoyment of literature. These reading activities enhance the children's vocabulary and comprehension skills, and also expand their knowledge base. Music activities that we do at circle time promote youngsters' listening skills, creative expression, and social skills. In music, children can explore sound, volume, tempo, and rhythm.

**Table Work:** Table work is a variety of fine motor, cognitive and literacy activities such as puzzles, sorting objects by color or putting pictures in order to retell a story. We also do activities that require the children to color, cut, and glue. Fine-motor activities help improve small-muscle development and eye-hand coordination.

**Center Time:** Children have a choice of activities available during free play - they can play in dramatic play, blocks, read, do puzzles, art activities, STEM work, etc. The teachers and associates may also work individually with children during this time. We work on skills like naming colors and shapes, counting, sorting, playing games, engaging in back and forth play, holding conversations, sharing materials, etc. all while having fun exploring and learning.

**Snack:** At this time of the day, everyone is ready for a snack break. The learning continues even during snack. Children take turns having jobs at snack time such as passing out drinks, napkins, or food. We encourage the children to ask each other for what they want. We also encourage conversation during this time. We will talk about school activities and things that have happened at home. As needed during the day we take bathroom breaks.

**Recess:** Every day that weather permits we go outside to play on the playground. When the weather is not suitable to go outside we play in the building. Gross-motor activities give children the opportunity to use their muscles as well as their imaginations as they engage in fun, healthy exercises, such as running, jumping, and climbing.

*-Make sure that your children wear comfortable safe footwear, like tennis shoes. Flip flops and fancy shoes are not easy to run and play in and children often have accidents because of them.*

-When the weather is snowy we still go outside unless the temperature or wind chill is not safe. Make sure that your child has coat, hat, mittens, boots, and snow pants for winter outdoor play. Please label all of the clothing.

**Good-Bye:** Before we go home we all gather again on the carpet for a quick re-cap of the day and sing our good-bye song.

### Early Dismissal Days - 2017 - 2018

On district early dismissal days, only the morning class will attend school. All am students will be dismissed at 11:00 and no afternoon students will have class. Lunch will not be served for preschool on early out days.

Here is the schedule for early dismissal days:

Wednesday, September 13<sup>th</sup>  
Wednesday, October 4<sup>th</sup>  
Wednesday November 1<sup>st</sup>  
Wednesday, December 6<sup>th</sup>  
Wednesday, February 7<sup>th</sup>  
Wednesday, March 7<sup>th</sup>  
Wednesday, April 4<sup>th</sup>  
Wednesday, May 2<sup>nd</sup>

### E-news Registration

The Pleasant Valley School District sends all non-confidential information in an electronic format (E-news) instead of paper. Confidential information and information that is specific to a student or groups of students will not be sent electronically. You can register for e-news through the district's web site - [www.pleasval.k12.org](http://www.pleasval.k12.org)

### Preschool Delays or Early Outs

In the event of a school delay or an early out, the following procedures will be followed:

**School Delays:** AM preschool is canceled that day. PM bus schedules, lunch arrangements and class times will remain the same.

**Early Outs:** In the event of an early release due to weather, AM students will be dismissed at 11:00 or as determined by administration. There will be no PM classes and **lunch will not be served for preschool.**

Information describing any weather-related scheduling changes will be announced through e-news. You may also tune in to one of these local TV or radio stations.

TV Stations	4	6	8	18		
Radio Stations	KMXG 96.1 FM	WLLR 103.7 FM	KCQQ 106.5 FM	WVIK 90.3 FM	WOC 1420 AM	KUUL 101.3 FM

## Communication

Communication between home and school is very important for your child's educational beginning.

Weekly notes will be sent home informing you of the plans and activities in the classroom. These notes will tell you what story we will be reading, what type of activities we will work on at table work time and any special dates that you need to mark on your calendar.

We welcome notes from you, especially those that let us know about special activities or accomplishments - this gives us information to talk about with your child at school. You can reach us by telephone #332-0215 or email:

[martensmichaela@pleasval.k12.ia.us](mailto:martensmichaela@pleasval.k12.ia.us)

[kennedymeredith@pleasval.k12.ia.us](mailto:kennedymeredith@pleasval.k12.ia.us)

If you call before 8:00 am or after 3:00pm, we may be able to take your call - otherwise you can leave a message, and we will return your call as soon as possible.

## Home Visits

Home visits are a wonderful opportunity for us to work together, to help your child. The visits will last about an hour. We will bring some materials from school, to show you some of the activities we've been working on at school. Sometimes we can have our visits at school, so that your child can show you our room and toys or materials that are too large to bring to your home. This is also a time you can celebrate your child, ask questions, or we can talk about any of your concerns about your child.

## Conferences/Progress Reports

Parent-teacher conferences will be held twice a year. At these conferences a written progress report will be used. In addition, a third progress report will be issued at the end of the year. Parents may request additional conferences at any time during the school year and may contact their child's teacher via telephone or email at any time with questions.

## Classroom Visits

Parents are welcomed and urged to visit school. We would appreciate your contacting us ahead of the visit so we know to expect you. Please check in at the school office and sign in upon your arrival.

## Supplies

Each child is asked to bring:

- a box of Kleenex for use in the classroom.
- A bag or backpack large enough to carry papers back and forth to school. Please help your child go through the bag each day, this will be an important line of communication between home and school—look for notes, calendars and wonderful creations. Please make sure that your child's name is written inside their bag.

Most supplies for preschool are provided. However, because of our busy classrooms, we are often in need of various materials. The following items are things that we have noticed a need for throughout the year in past years:

- velcro
- play dough
- dry erase markers
- glue sticks
- printer paper
- markers
- crayons
- pencils
- masking tapes

Although these materials are not required, donations throughout the year are greatly appreciated. We may post requests on our classroom Facebook page if we are running low on items that are needed for the children to learn and grow.

### Snack

Snack is a part of our daily routine. Preschool will be eating the district snack. This is a set snack and follows a weekly schedule. The snack fee is \$40.00 for the school year or \$20.00 a semester. You may write a check payable to Pleasant Valley Community School District (PVCSD) for the entire year or make arrangements with the office staff. If your child cannot eat the district provided snack because of dietary reasons, please visit with your child's teacher to discuss.

### Change of Clothes

We ask that all students send an extra pair of clothing in case of accidents. For students learning toileting skills or who have frequent accidents we ask that you send an extra change of clothes that may be kept at school. Please supply diapers or pull-ups and wipes for students not yet toilet trained. You can send them on a daily basis, or send a full package and we will store them.

### Attendance

Please notify office staff (563-332-0251) each day your child is ill and provide 2 symptoms or actual illness your child is suffering from. The Iowa Department of Public Health mandates this reporting to help track communicable diseases and alert us as a community of outbreaks. (If your child rides the bus, please call transportation # 563-332-4949 and let them know your child will not be riding.)

Also keep in mind those students with a temperature of 100 degrees or greater need to remain home and not return to school until fever free for 24 hours. This pertains to vomiting/diarrhea as well. Keep your child home until symptom free for 24 hours. This helps your child's immune system as well as the rest of the community.

While it is important for students to attend school on a regular basis, they need to stay home when they are sick. We recognize that preschoolers may have numerous absences or illnesses, especially if this is their first experience with other children. To encourage regular attendance, district policy includes sending a letter to parents when a child has six or more absences. This form letter is automatically sent, whether your child's absences are excused or not. If you have any questions about your child's attendance; or district policy, please contact your child's teacher, or Chris Welch, principal.

### First Aid/Medication

The school nurse will be available on a daily basis. The nurse teaches, promotes, and directs health activities and keeps detailed records on each student. Vision and hearing checks done by the school should never be substituted for a doctor's examination.

Pleasant Valley Community School District will administer prescribed medications and over-the-counter medicine when it is necessary for these medications to be taken during school hours.

**However, medications will not be administered unless the following requirements are met:**

Prescribed medicine must be properly labeled. The medicine shall be sent to school in the original prescription container which shall be labeled with:

- |                       |                               |
|-----------------------|-------------------------------|
| a. Name of student    | d. Name of physician          |
| b. Name of medicine   | e. Name & Address of pharmacy |
| c. Directions for use | f. Date of Prescription       |

Over-the-counter medicine will be given if the following conditions are met:

- a. The medicine is in a closed container.
- b. The container has the child's name on the outside.
- c. The outside of the container also states the contents inside.

**A signed note from the parent must accompany the medication indicating to the school the time the medication is to be given and the amount of the medication to be given.**

It shall not be the duty or responsibility of the district to determine if the correct medication is supplied by the parent in the marked container.

**Any children with food or insect allergies that have been identified by a doctor must send documentation that will be kept in their health files.**

### Birth Certificates and Immunization Records

We must have a copy of your child's birth certificate, or other legal document, and an up to date immunization record on file in our school nurse's office. Any child who does not have these records on file will not be allowed to attend preschool until they are turned in. The Scott County Health Department audits our program and we must comply with state regulations.