



Perry Community School District

Preschool Program District Policies and Procedures

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Perry Early Learning Center at Perry Elementary School
Gingerbread House at Perry St. Patrick's

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Perry Community School District Preschool Program Program Policies & Procedures

I. Welcome to Perry School Preschool Program

The Perry Community School District Preschool Program aims to provide a high-quality preschool program, meeting individual student needs, while creating thoughtful learning opportunities for students to learn and grow. The preschool program at Perry Schools provides an intensive learning environment that encourages students to build social skills, embrace their natural curiosity, and develop a foundation for their educational career.

The Perry Community School District does not discriminate based on gender, race, color, sex, gender identity, religion, national origin, creed, age, marital status, sexual orientation, or disability.

Curriculum: Perry Community School District utilizes the Creative Curriculum, a research-based curriculum that focuses on all areas of early learning including language and literacy, math, science, physical development and social skills. In addition, various learning opportunities are also provided through Handwriting Without Tears for handwriting practice, and Michael Heggerty for Phonemic Awareness.

Standards: The Perry Community School District Preschool Program complies with the Iowa Quality Preschool Program Standards and Criteria.

II. Eligibility and Enrollment

Eligibility: Children are eligible for the 4 year old preschool program if they are at least 4 years old by September 15 of the current school year. Students with special education needs may be eligible for preschool at the age of 3, based on their IEP and the IEP team placement decisions.

Enrollment: Prior to the child's attendance, the following forms will be completed and submitted to the Center Director before the first day of attendance. The information in these forms will remain confidential and will be shared with other center staff only as required to meet the needs of the child:

- ____ Preschool Registration form (blue)
- ____ Department of Education form (gold)
- ____ Field Trip/Picture Permission Form
- ____ Birth Certificate or Proof of Age
- ____ Physical Form completed by a physician
- ____ Health Form
- ____ Lead Screening
- ____ Immunization Record
- ____ Dental Screening

All incomplete forms will be returned to the parent or legal guardian for completion prior to the child's first day of attendance. If upon review of a child's health record it is determined that a significant health service (e.g., vision, hearing, or immunization) has not been done, the attending center will notify the parent or legal guardian.

Confidentiality of information about the child and family will be maintained. Enrollment forms and all other information concerning the child and family, compiled by the preschool center, will be accessible only to the parent or legal guardian, and information concerning the child will not be made available to anyone, by any means, without the expressed written consent of the parent or legal guardian.

Hours: Preschool classes meet four days per week, for three hours each day, Monday, Tuesday, Thursday, and Friday. Students will be assigned to an AM class or a PM class. There is no preschool on Wednesday to allow for professional development and planning for teaching staff.

General Information: The maximum class size for preschool is 20 students, depending on the square footage of each classroom. The staff-child ratio is 1:10 and will be maintained at all times to encourage adult-child interactions and promote safe play for children.

Attendance: The Iowa Legislature adopted changes that placed the compulsory attendance requirement on students enrolled in the Statewide Voluntary Preschool Program. Those changes have been signed into law with an effective date of July 1, 2013. Requirements for program length and duration are set locally and reviewed annually.

Attendance will be taken each day by the classroom teacher.

- If a student will be absent, it is the responsibility of the parents to notify the school office the day of the child's absence.
- If parents have not notified the school office or classroom teacher of their child's absence, the Elementary office staff will attempt to contact parents to confirm the child's attendance at school each day.

If your child cannot be at preschool for some reason, please call the center before classes begin, stating the reason for the absence and the date your child(ren) can be expected to return. Staff will work with you when you need help in maintaining your child's regular attendance. Excused absences are as follows: illness, hospitalization or medical treatment, death in the family, or certain family needs.

If a family will be on extended leave (up to 4 calendar weeks duration), the Teacher or Program Director must be notified in advance or child may be dropped from the program.

III. The Preschool Day

Assessment and Curriculum: Teachers monitor student developmental progress throughout the year using the Creative Curriculum-GOLD. This program allows teachers, support staff, AEA teams, parents, and administrators the ability to monitor progress and ensure students are meeting developmental and academic milestones on time, and provide additional support to the students that may benefit.

Observational data is completed through ongoing anecdotal records of each child's progress in daily learning activities. Teachers assess students throughout the year with formal classroom assessments, work samples, and anecdotal records through observations. Preschool teachers create a child portfolio of work samples to share with parents throughout the year at Parent/Teacher Conferences and at the conclusion of the year, to document their growth and development throughout their preschool education.

Students with special education needs may have an Individualized Education Program that outlines specific assessment and instructional strategies as well as possible accommodations that might be needed to access the general education environment. IEP goal progress monitoring will be conducted routinely, as outlined in the IEP and shared with parents at least quarterly.

Supervision: No child will be left unsupervised while attending the program. At least 2 staff will always be available if more than 10 children are in care. Instructional staff will directly supervise preschool children by sight and hearing at all times. Instructional staff will regularly count children, at every transition, and whenever leaving one area and arriving at another to confirm the safe whereabouts of every child at all times.

Child:staff ratios followed by this program will always comply with the following requirements according to state regulations: for 4 & 5 year-olds a ratio of 10:1 and no more than 20 students per class. During field trips an additional adult will be required.

Preschool Staff: The staff involved with the Perry Community School District Preschool Program includes a program administrator to oversee the functions of all preschool sites, classroom teachers who are fully-licensed by the Iowa Board of Educational Examiners with an Early Childhood endorsement or an Early Childhood Special Education endorsement, Teacher Associates who support the day-to-day routine of the preschool classroom with additional training and professional development related to QPPS and SWVPP, and Support Staff from Heartland AEA ii to provide resources and assistance to the preschool staff upon request, to help all children be successful in the school setting.

Hiring procedures for preschool teachers and staff, will follow the Perry Community School District Human Resources procedures, which include review of a criminal background check, free from a history of substantiated child abuse or neglect, education credentials, verification of age and personal references.

All preschool staff will be trained CPR and first-aid, in addition to the required district annual training related to Chapter 103 Seclusion and Restraint, Mandatory Reporter, Bloodborne Pathogens, Right to Know, and Title IX. Additional training may be provided each year based on the needs of the classroom or individual student needs.

Preschool teachers and associates will be evaluated annually in compliance with the district evaluation procedures for certified and non-certified staff. Teachers new to the profession will be formally evaluated twice each year. Veteran teachers and paraeducators will be formally evaluated once every three years

Daily Activities: All preschool classrooms will provide varied learning opportunities for all students with multiple opportunities for movement and academic instruction. Large and small group activities, self-directed play, snack, story time, gross motor/outdoor play, and center activities will be routinely scheduled throughout each day. A daily schedule for each preschool program will be posted within the classroom.

Behavior and Discipline: Instructional staff will equitably use positive guidance, redirection, planning ahead to prevent problems, encouragement of appropriate behavior, consistent clear rules, and involving 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. Instructional staff will encourage children to respect other people, to be fair, respect property, and learn to be responsible for their actions.

Instructional staff will guide children to develop self control and orderly conduct in relationship to peers and adults. Aggressive physical behavior toward staff or children is unacceptable. Instructional staff will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior. Instructional staff will use discipline that is consistent, clear, and understandable to the child. If a child displays persistent, serious, and challenging behaviors, the teaching staff, parents, and AEA support staff will work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

Permissible Methods of Discipline:

For acts of aggression and fighting (e.g., biting, hitting, etc.) staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors rather than punishing them for having problems they have not yet learned to solve. In addition, staff may:

- 1) Separate the children involved.

- 2) Immediately comfort the individual who was injured.
- 3) Care for any injury suffered by the victim involved in the incident.
- 4) Notify parents or legal guardians of children involved in the incident.
- 5) Review the adequacy of caregiver supervision, appropriateness of facility activities, and administrative corrective action if there is a recurrence.

Physical restraint will not be used except as necessary to ensure a child's safety or that of others, and then in the form of holding by another person as gently as possible only for as long as is necessary for control of the situation.

Time-out will be used if other management techniques are ineffective. "Time-out" or removal of a child from the environment may be used selectively for children who are at risk of harming themselves or others. The period of "time-out" will be just long enough to enable the child to regain self-control. Instructional staff will monitor the effectiveness of "time-out" and seek the help of educational consultants when approved behavior management strategies do not seem to be effective. Provisions of Chapter 103 Seclusion and Restraint will be utilized, along with appropriate documentation in the event seclusion or restraint are needed as a last resort to ensure student safety.

Water/Sensory Activities: Children learn through tactile and sensory experiences. During sensory play, children are involved with hands-on experiences to explore math and science concepts which may include water or other small sensory items such as rice or beans. Because the sensory and water table areas are communal areas, students with sores on their hands are not allowed to participate with others to insure that infection diseases are not spread. Children are not allowed to eat or drink the water during water play activities. Fresh water is provided to any sensory water tubs before a new group of children are able to participate. Staff will supervise students by sight and sounds, in all areas with access to water, tubs, buckets, or water tables.

Snacks/Food: Snacks are served daily in all preschool classrooms. Daily snacks are provided by the preschool program and school Nutrition Department. A variety of nutritional foods are served each day for snack, based on availability and the school nutrition calendar. All food is prepared, served, and stored in accordance with the 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 food with expired dates. Foods that are warmer than 100* Fahrenheit is kept out of the reach of children. 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 school 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 specific feeding needs.

High risk foods that are often involved in choking incidents will not be served. For children younger than four years old, these include hot dogs, whole or sliced into rounds, whole grapes, nuts, popcorn, raw peas, and hard pretzels, a spoonful of peanut butter, or chunks of raw carrots or larger meat that could be swallowed whole.

Perry Community School District does not use food or beverages as a reward for academic performance or good behavior, and will not withhold food or beverages as punishment, nor will teaching staff ever threaten to withhold food as a form of discipline.

Outside Activities: Weather permitting, children are provided daily opportunity for outside play. This allows students the opportunity to develop large muscle motor skills, get exercise, and be active. In order to make sure students can play comfortably outside, it is important for all children to dress for the weather. When it is cold outside, provide a warm coat, mittens or gloves, and a hat.

During outside activities, high-risk play areas (climbers, slides, swings, etc) will receive the most staff attention. All children using playground or indoor play equipment will be supervised and no children will be permitted to go beyond the teacher or associates range of direct supervision.

Toileting: All children should be toilet trained prior to attending preschool, however, we understand that all children develop at different rates and might need different levels of support. Learning how to use the toilet independently is an important time in a child's development. All children that are not fully-potty trained are required to wear diapers or pull-ups, which are to be supplied by the parent. Parents shall provide extra diapers/pull-ups and extra clothing, in the event of an accident.

For children who are unable to use the toilet consistently, the following procedures and expectations are established:

- Diapering or changing of pull-ups or diapers will only be done in a designated changing area. The designated changing area will be away from any food handling or preparation.
- Cloth diapers and clothing that are soiled will be placed in a plastic bag and sent home to the family, without rinsing or avoidable handling.
- Classroom staff will check for signs that diapers or pull-ups are wet or soiled at least every two hours.
- Diapers or pull-ups will be changed when wet or soiled.
- Staff will change children's diapers/pull-ups or soiled underwear in the designated changing area and not elsewhere in the classroom or school facility.
- Containers that hold soiled diapers and diapering material will have a lid that opens and closes tightly using a hands-free device (such as a Diaper Genie or step-can).
- Containers will be kept closed and inaccessible to children. The container will be clearly labeled to show its intended use for diapering.

Pets in the Classroom:

See Perry Community School District School Board Policy [606.3. Animals in the Classroom](#)

IV. Family Involvement

Family Communication: The preschool will promote communication between families and staff by using written notes as well as informal conversations. Families are encouraged to leave written notes with important information so all the staff members who work with the child can share the parent's communication. Instructional staff will write notes for families no less than weekly for preschool children. Staff will use these notes to inform families about the child's experiences, accomplishments, behavior, and other issues related to personal care.

Student Records: Health and safety information collected from families will be maintained on file for each child in the school nurse's office. Files are kept current by updating annually. The content of each child's file is kept confidential. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents or guardians will be asked to sign a release of information form should they or the school request their information be shared with another agency, stating to

Parent/Teacher Conferences: Perry Community School District has parent/teacher conferences scheduled twice per year for all school programs. Preschool conferences may follow the schedule of Perry Elementary, but may be modified or adjusted based on teacher needs and classroom schedules. During parent/teacher conferences, the teacher will share results of the classroom assessments and samples of your child's progress. Together, you and the teacher can make a plan to continue to encourage your child's growth and development in the classroom.

Transitions: The transition from preschool to kindergarten is a crucial step of a child's educational progress. Making a change from one program to another, even within the same building, can be difficult for some children. Home-school connections are critical to the successful transition to kindergarten. Preschool staff will provide information about enrollment policies, registration procedures and program options in the spring of each preschool year.

V. Health and Safety

School Records: Health and safety information collection from families will be maintained on file for each child in the preschool program. The content of the file is confidential, but is immediately available to the child's parent or legal guardian, school administrators, or teaching staff with an educational need to know.

Child Health and Safety Records will Include:

- Current relevant information about any consent or health insurance coverage required for treatment in an emergency
- Results of health examination, showing up-to-date immunizations and screening tests
- Current up-to-date emergency contact information for each child
- Instructions and/or plans for any of the child's health needs such as allergies or chronic illness
- Individual emergency care plans for children with known medical developmental problems or other conditions that might require special care in an emergency
- Supporting evidence for cases in which a child is under-immunized due to a medical condition, documented by a licensed health professional, or because of the family's beliefs.

Illness Policy and Exclusion: Perry Community School District, not the child's family, makes the final determination about whether the ill child can attend school. Children will be excluded if:

- The child's illness prevents the child from participating comfortably in activities that the preschool routinely offers for well children or mildly ill children.
- The illness requires more care than the staff is able to provide without compromising the needs of the other children in the group.
- Keeping the child in care poses an increased risk to the child or to other children or adults with whom the child will come in contact.
- If the staff is uncertain about whether the child's illness poses an increased risk to others, the child will be excluded until a physician or nurse practitioner notifies the preschool center that the child may attend.

Accident or Illness: When a child develops signs of an illness during their day at preschool, parents, legal guardians, or other persons authorized by the parent, will be notified to immediately pick up their child from the preschool program.

For injuries or illnesses requiring medical or dental care, the preschool teacher who is with the child and is trained in pediatric first aid will provide aid to the child until the school nurse arrives. Classroom staff will contact a parent or legal guardian or, if the parent or legal guardian cannot be reached, the alternate emergency contact person. The emergency facility used by the preschool programs is Dallas County

Hospital. Prior to a specific medical emergency the school nurse/classroom staff will contact the emergency facility to find out what procedures are followed for emergency treatment of children not accompanied by a parent or legal guardian. Emergency transport is provided by Dallas County Emergency Medical Service.

A staff member will accompany the child and remain with the child until the parent or legal guardian assumes responsibility for the child. Child: staff ratios will be maintained at all times for the children remaining in the facility. A substitute will substitute for the missing staff member in case of such emergency.

Reporting Communicable Diseases: Some communicable diseases must be reported to public health authorities so that control measures can be used. The School Nurse will obtain an updated list of reportable diseases from the local or state health authorities annually. A copy of this list will be shared with each parent and legal guardian at the time of enrollment or at a family night orientation. In August, families and staff will be reminded to notify school health nurse/instructor within 24 hours after the child or staff has developed a known or suspected communicable disease and to inform school health nurse/instructor if any member of their immediate household has a reportable communicable disease. While respecting the legal boundaries of confidentiality of medical information, school health nurse/instructor will notify the appropriate health department authority about any suspected or confirmed reportable disease among the children, staff, or family members of the children and staff.

Medication Policies: The preschool program will administer medication to children with written approval of the parent and an order from a health provider for a specific child or a specific condition for any child in the program for whom a plan has been made and approved by the school nurse/classroom instructor. Because administration of medication poses an extra burden for staff, and having medication in the facility is a safety hazard, medication administration in child care will be limited to situations where an agreement to give medicine outside school 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. Parents or legal guardians may administer medication to their own child during the school day.

Cleaning and Sanitization: All preschool classrooms will be maintained in a clean and sanitary condition. When a spill or bodily fluid hazard occurs, the area will be made inaccessible to children and the area will be immediately cleaned.

Toys that have been in a child's mouth or otherwise contain body secretions will be removed immediately and disinfected after they are cleaned with soap and water. All preschool staff will be trained in proper cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials.

Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure of the children. All cleaning products will be used as directed by the manufacturer's label. Non-toxic substances will be used whenever possible.

Handwashing Practice: Frequent handwashing is essential in the prevention of spread of infectious diseases. Preschool teachers will help students learn how to wash their hands effectively, by following these practices regarding handwashing:

- Children and adults will wash their hands:
 - Upon arriving for the day
 - After diapering or using the toilet
 - After handling body fluids (such as blowing nose, coughing on a hand, or touching ones mouth)

- Before meals and snacks, preparing or serving food, or handling any raw food that requires cooking
- After playing in water that two or more people share
- After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals.
- Adults will also wash their hands:
 - Before and after feeding a child
 - Before administering medication
 - After assisting a child with toileting
 - After handling garbage or cleaning
- Proper handwashing procedures are followed by children and adults, including:
 - Using liquid soap and running water
 - Rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around jewelry, under fingernails, rising well, and drying hands with a paper towel, or a dryer, and avoiding touching the faucet with freshly washed hands.

First Aid Kit: First-aid kits will be located in the preschool classroom, kept inaccessible to children, and will be restocked following use to maintain the supply of items list. Additionally, the kit will contain an emergency dose of medication for any child in the group who may require such medication (e.g. EpiPen®, metered-dose inhaler for asthma, antihistamine for allergic reaction). An appropriately supplied first aid kit will be taken on trips (walking or vehicular) to and from the facility. The school nurse/classroom instructor will check the contents of the first aid kits and replace missing or expired items monthly.

Medical Emergencies and Notification of Accidents or Incidents: In the event that your child receives a minor, non-life threatening injury during their time at preschool, the preschool teacher or school nurse will assess the situation and apply first aid as needed. Any incident or injuries will be documented on an “injury form” and filed in the nurse’s office.

Perry Community School District has written plans in place for all classrooms, including preschool sites, that include emergency phone numbers, procedures for severe weather, utility features such as electrical power failure, water line break, gas line break, bomb threats, physical threats/armed intruder, fire evacuation, and accidental injury or illness.

Fire Safety: A fire extinguisher is installed in the preschool classroom, with a tag indicating its annual service date. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes are maintained and available upon request. Fire drills are conducted and recorded throughout the year.

Tobacco-Free Facility: Perry Community School District is a tobacco-free facility. The use of tobacco products, including smoking and smokeless tobacco products, is permitted in buildings and on school grounds.

Inclement Weather: If Perry Community School District decides prior to opening hours not to open the facility, families will be notified by radio or television broadcast on KDLS, WHO, TV8, TV13, and school messenger. If the facility must close during operating hours because of snow or storm, we will notify families by radio or television broadcast on KDLS, WHO, TV8, TV13, and school messenger text message or voice recording.

In the event of a 2 hour late start due to weather conditions, all AM Preschool sessions will be canceled for that school day. In the event of a 2 hour (or more) early dismissal, all PM preschool sessions will be canceled for that school day. Parents and families will be notified by school messenger voice or text

messages and/or communication from classroom teachers as soon as decisions are made from the Superintendent of Schools and Director of Transportation.

Protections from Hazards and Environmental Health: Program staff will work to protect children and adults from hazards, which may include electrical shock, burns, or scalding, slipping, tripping, or falling. The preschool classroom buildings have been assessed for lead, radon, radiation, asbestos, fiberglass, and other hazards that could impact the children's health with documentation on file. No well-water is used at any preschool site. The building's heating, cooling, and ventilation systems are kept in compliance with national standards for facility use by children. The program maintains facilities so they are free from harmful animals, insects, pests, and poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children.