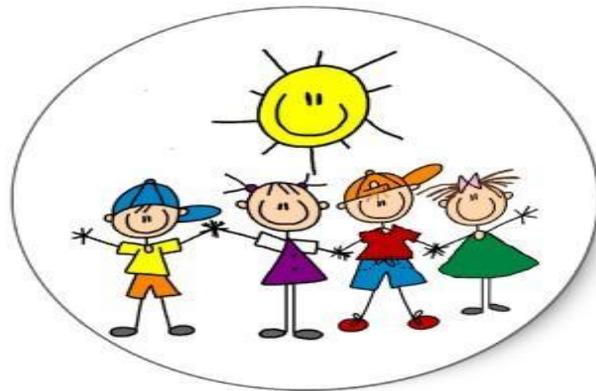


# Northeast Elementary Preschool Program Addendum to Elementary Handbook



2021-2022

## Welcome to the Northeast Elementary Preschool Program!

Dear Families,

Welcome to the Northeast Community School District Preschool Program. We are looking forward to a successful year of learning and growing with you and your child. Northeast's Statewide Voluntary Preschool's goal is to provide high quality preschool to meet the individual needs of ALL children.

An essential component of the Northeast Community School District Preschool Program is the strong, developmentally appropriate, play-based instruction delivered by talented teachers certified in early childhood and early childhood special education. Preschool classrooms are also supported by paraprofessionals who meet the State of Iowa standards for Highly Qualified Paraprofessionals.

We recognize the importance of family involvement and the valuable contribution it makes to the success of our preschool programs. We welcome and encourage your participation throughout the year as a member of your child's preschool classroom.

All programs use the state and district approved, research-based curriculum and assessment, and are accredited through the Iowa Quality Preschool Program Standards administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations for student learning and instructional practices.

We have prepared this Handbook Addendum to provide you with information about the district's preschool programs. This handbook should help answer your questions. If you have any additional questions, please contact your child's teacher.

Sincerely,

Northeast Early Childhood Staff & Leigh McEwen, Principal

In addition to your [Elementary Handbook](#) the following schedule and procedures are unique to the preschool program:

**Enrollment and Required Health Information:**

- Please print the linked documents and return to the elementary office as soon as possible.

**Hours of Service:**

- Preschool is 8:00-12:00 Monday through Friday (following the district calendar)
- Parents may pay \$150/mo. for students to stay until the end of the school day.

**Yearly Calendar:**

The Preschool program follows the [Northeast District Calendar](#) with the following adjustments:

- August 23-25th: Home Visits (scheduled individually)
- August 26th: Preschool start date
- May 25th: Preschool Graduation/Last Day of Preschool

**Attendance Policy: [Elementary Student/Parent Handbook](#)**

A four-year old enrolled in the Statewide Voluntary Preschool Program (SWVPP) is of compulsory attendance age unless the child's parent submits written notice to the district of the intent to remove the child from the program ([Iowa Code 299.1A](#)). Compulsory attendance is outlined in the elementary handbook.

**Illness Policy: [Elementary Student/Parent Handbook](#)**

**Ratio of Staff to Children:**

There must be at least one teacher present in a classroom during the instructional time. A minimum of one staff member and one teacher shall be present when 11 to 20 children are present. There shall be no more than 20 children per classroom ([Iowa Code 16.3\(2-3\)](#)).

**School Day Schedule:**

- [Preschool Student Schedule](#)

**Arrival and Departure Procedures:**

Arrival may be by parent drop-off or by bus. This will be arranged by the preschool staff. A preschool staff member will meet your child at the front of the building. Children may not arrive early. At departure, a preschool staff member will take students to parent-pick up or the bus. If a child leaves at noon, it is the parent's responsibility to transport.

**Fees/Supplies:**

Statewide Voluntary Preschool Programs (SWVPP) are funded by the Iowa Department of Education and are provided at no charge to families. This includes supplies. If families wish to donate supplies to the preschool program, that is fine, but not required.

**Home Visits:**

Home Visits provide an opportunity for the teacher to orient the family to preschool. It is a time to become acquainted with and learn from the family about their family structure, goals for their child, and other information families wish to share about their backgrounds. Home Visits also provide a time for teachers to share information about preschool, the elementary school, and the school district. Teachers are happy to answer parent questions about the program, and share information, such as the district school calendar, information about the curriculum, policies and procedures, and individual information pertaining to their child's classroom. Preschool teachers will connect with families individually to schedule home visits.

### **Snack and Meals:**

Snacks and meals are provided by the Statewide Voluntary Preschool Funding.

\*\*If your child has an allergy to any food, please indicate that on your health forms when enrolling.

### **Parent Volunteer Information:**

- Parents may volunteer to help in preschool classrooms as long as it is pre-arranged with the preschool teacher.
- All parents who volunteer must complete a background check.

### **Diapering/Toileting Procedure:**

Children who do not use the toilet consistently are not excluded from the Northeast Statewide Volunteer Preschool Program.

Northeast Preschool Program follows the following procedures for toileting and diapering:

- For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit.
- Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
- Staff check children for signs that diapers or pull-ups are wet or contain feces at least every two hours when children are awake and when children awaken.
- Diapers are changed when wet or soiled.
- Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
- Each changing area is separated by a partial wall or at least three feet from other areas that children use and is used exclusively for one designated group of children.
- At all times, caregivers have a hand on the child when being changed on an elevated surface. In the changing area, staff post changing procedures and follow changing procedures
- These procedures are used to evaluate teaching staff who change diapers.
- 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 not accessible to children.
- Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.

### **Community Resources for Families**

#### **Health Information and Resources:**

- [Cleaning and Sanitation Guidelines](#)

#### **HEALTH INFORMATION**

Immunizations-Students or their parents or guardians must submit an Iowa State Department of Health Certificate of Immunization to the school principal for a child to be enrolled in any school in Iowa. It is the parent's responsibility to see that this certificate is completed and signed by the parent and either a doctor or an official of the health department, county public health nurse, or school nurse. Blank certificates may be obtained from the school. If a child has a medical condition, which keeps him/her from being immunized, or if

the child is a member or follower of a religion that opposes immunization, he/she may qualify for an exemption to the law.

**Illness**-Students should be kept at home, or will be sent home with any of the following; temperature over 100 degrees, sore throat, vomiting, diarrhea, body rash, inflammation of the eyes, etc. **Students must be free of fever, vomiting, or diarrhea for a minimum of 48 hours before returning to school. If a student is absent from school for 3 days or more, a doctor's note will be required.** Emergency numbers should always be on file at school so that an adult can be reached who will care for the child when parents cannot be reached.

**Health Screenings**- Throughout the year, the school district sponsors health screenings for vision, hearing, and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student to be excused from the screening. The grade levels included in the screening are determined annually, however, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

**Dental Health**- By law, Kindergarten students are required to submit proof of a dental screening to their school. A screening for Kindergarten is valid if it occurs no earlier than age 3 and no later than 4 months after the enrollment date.;

**Vision Health**- By law, Kindergarten and third grade students are required to submit proof of a vision screening to their school. A screening is valid if it occurs no earlier than one year prior to enrollment in that grade level. While a professional exam is encouraged, this screening can be performed by the school nurse in the fall.

**Head Lice** - School children are always at risk of getting lice, and students at Northeast are no exception.

*What does head lice look like?* Though very small, head lice can be seen by the human eye.

They live in human hair, draw blood from the skin, and lay eggs (called nits) on the hair shaft.

The nits may be found less than 1/2 inch from the scalp and most often on hair at the back of the head in the neck region. Children may complain of "feeling something crawling in their hair" or complain of an itchy head.

*Is your child at risk?* Yes. Today, kids can be placed into two groups: Those with head lice and those at risk for getting head lice. Head lice will spread as long as children play together. They are found in all social classes and in all countries. Children in child care, preschools, grade or middle schools are at risk. Head lice are NOT a sign of being dirty.

*What can you do?* Parents are the key to looking for and treating head lice! The Iowa Department of Public Health advises parents to spend 15 minutes each week on each child carefully looking for head lice or nits.

*Additional tips:*

1. Give each child his or her own comb or brush.
2. Teach your child NOT to share hats, scarves, brushes, combs, and hair fasteners.
3. Look for lice on all members of your household.
4. If your child does get head lice, please talk with the school nurse for proper treatment advice.

**Nurse**-The school nurse is full-time in the district between the elementary and MS/HS buildings. She is just a phone call away from one building to the other if an emergency arises. In addition to providing any necessary first aid for boys and girls, the nurse is a resource person that teachers can call on to assist them in teaching nutrition, cleanliness, growing healthy, dental care, basic safety and health rules.

The nurse is not allowed to diagnose or treat illnesses. So, **please don't send a sick child to school.** We believe good attendance is vital, but not when it may jeopardize the health of others. If your child becomes ill or gets hurt at school, we will notify you as soon as possible. The best place for a sick child is at home.

#### **Medications:**

- Students who need to take prescription medication at school will need to provide documentation to the nurse's office with instructions from the licensed health care provider prescribing the medication.
- Over-the-counter medications will be administered as directed and approved by the parent/guardian by a school nurse or other designated individual with the proper training.
- All medications given are documented in our student information system by the school nurse.
- Medications are kept in a locked cabinet and are labeled with the student's first and last names.

**Children with special health needs:**

- This includes food allergies, special nutrition needs, diabetic care, etc.
  - Food Allergies-
    - Protect child from contact with the food
    - Asks families for consent for posting information for the class and staff about that child's food allergy (this may be a visual reminder).
- The child's health provider will provide the school with an individualized care plan that is created with the family and any others involved in the child's care.

**Northeast Early Childhood Contact Information**

Leigh McEwen, Principal

Ashley Kreinbrink, Preschool Teacher

Christine Shepard, Preschool Teacher

Emily Johnson, Preschool Teacher

Karen Mangelsen, Administrative Assistant

(563)-577-2249

[Preschool Enrollment Form](#)