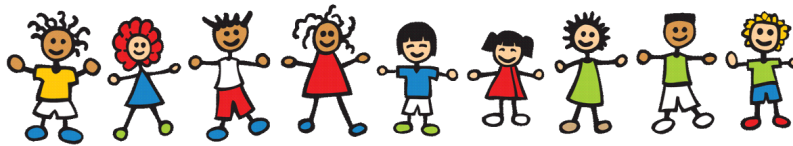


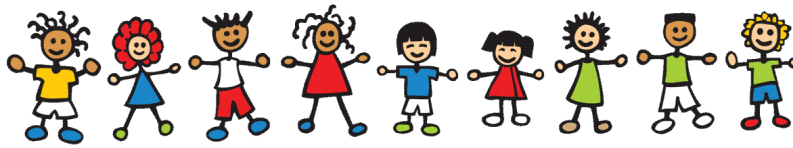
# WEST BURLINGTON INDEPENDENT SCHOOL DISTRICT

## Lil' Falcon Preschool Handbook

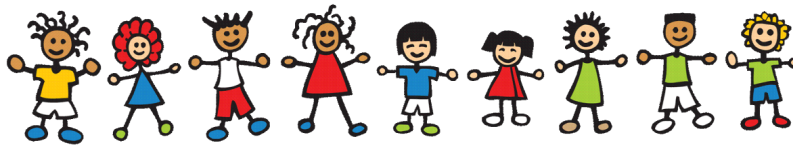




<b>I. JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT.....</b>	<b>4</b>
<b>II. WELCOME TO WEST BURLINGTON ISD Lil' Falcons Preschool IQPPS 10.1.....</b>	<b>5</b>
Welcome Letter.....	6
<b>III. MISSION, PHILOSOPHY, AND GOALS QPPS 10.1.....</b>	<b>7</b>
Philosophy.....	7
Goals.....	7
PreK-5th Grade School Philosophy of Education.....	8
<b>IV. ENROLLMENT.....</b>	<b>8</b>
Eligibility.....	8
Hours QPPS 6.4.....	9
General Information QPPS 5.1, 9.9 & 10.4.....	9
Inclusion QPPS 9.10.....	9
<b>V. A CHILD'S DAY.....</b>	<b>9</b>
Who Works in the Preschool.....	9
Program Administrator QPPS 10.2.....	9
Teacher QPPS 5.2 & 6.2.....	10
Paraeducator QPPS 5.2 & 6.3.....	10
Support Staff.....	10
Daily Activities.....	10
Child Assessment.....	11
Guiding principles: QPPS 4.1 through 4.8, 7.6.....	11
Children are assessed for the following reasons:.....	11
Formal Assessments Given.....	11
Assessment Communication Plan QPPS 4.9, 7.3, 7.5, 7.6, 7.7.....	11
Accommodations QPPS 4.7, 7.5.....	12
Program Assessment QPPS 7.5, 7.6, 7.7, 8.1, 8.2, 10.15.....	12
Supervision Policy QPPS 3.7, 5.18, 5.19, 9.2, 9.6, 9.8, 9.11, 9.12.....	13
Child Guidance and Discipline QPPS 1.2, 1.3, 1.4, 1.6, 1.7, 1.9, 3.5.....	13
Challenging Behavior QPPS 1.2, 1.8, 1.9, 3.2, 3.6, 3.8.....	13
Permissible Methods of Discipline QPPS 1.2, 1.3, 1.6, 1.8, 1.9, 3.2, 3.6.....	14
Water activities QPPS 5.7, 9.14.....	14
Snacks/Foods and Nutrition QPPS 2.27, 2.28 & 5.9-5.15 & 5.17.....	14
Outside Play and Learning QPPS 2.8, 2.9, 5.4, 9.1, 9.3, 9.5, 9.6, 9.7.....	15
Clothing QPPS 1.7, & 5.5.....	16
Toilet Learning QPPS 5.5.....	16
Objects from Home.....	17
Weapon Policy.....	17
Birthdays and Holiday Celebrations QPPS 5.10.....	17



<b>VI. COMMUNICATION WITH FAMILIES.....</b>	<b>17</b>
Classroom Visitation QPPS 1.1, 7.1, 7.2, 7.3, 7.4.....	18
Arrival and Departure of Children QPPS 10.4, 10.5, 10.9.....	18
Transportation QPPS 10.4, 10.9.....	18
Field Trips QPPS 2.11, 10.4, 10.9.....	19
Student Attendance Hours.....	19
Preschool Advisory Committee.....	19
<b>VII. HEALTH PROCEDURES.....</b>	<b>20</b>
School Nurse.....	20
Immunizations.....	20
Medications, Use of.....	20
Current Health Records.....	21
Staff Medical Training.....	21
Food Allergies.....	21
Cleaning.....	21
<b>VIII. GENERAL INFORMATION.....</b>	<b>22</b>
Staff.....	22
Eligibility.....	22
Start Date and Hours of Operation.....	22
Attendance.....	22
Emergency Procedure.....	23
Meals/Snacks.....	23



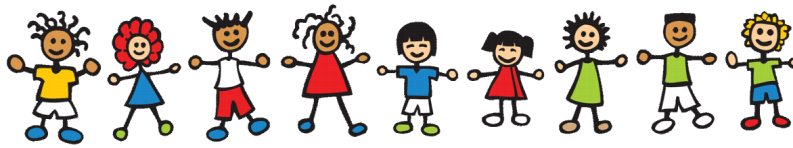
**WEST BURLINGTON ISD**  
**Lil' Falcon Preschool**  
**Program Policies and Procedures**

**I. JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT**

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaging in school activities; and while away from school grounds if the misconduct directly affects good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook provisions may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities, whether the violation occurred while school was in session or while school was not in session.

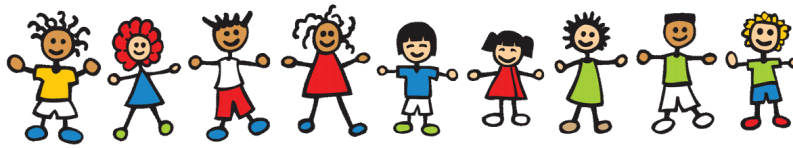
Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a discipline atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in this handbook. Students are expected to know the contents of the handbook and comply with it.



## **II. WELCOME TO WEST BURLINGTON ISD Lil' Falcons Preschool IQPPS 10.1**

Guiding children to meet the Early Learning Standards is an ultimate goal for the West Burlington ISD Lil' Falcon Preschool.. The program's purpose 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 nurtured. 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



## Welcome Letter

Parents/Guardians,

Welcome to the West Burlington ISD Lil' Falcon Preschool! We are very excited about your child attending the upcoming 2023-2024 school year with us. It is our intent to help every student develop to their fullest potential by providing a safe and quality-learning environment for your child every day.

The West Burlington Independent School District Preschool Program is a fully integrated, multi-age program. There are many reasons to provide opportunities for children of various ages and stages of development to play, learn, and interact with each other. Through positive interactions with children of various skill levels, children become sensitive to the needs of others and learn to appreciate individual differences at an early age. In integrated settings, all children have the opportunity to form friendships with a wide variety of peers. Preschool curriculum is specifically designed and delivered to allow children of a wide ability range to access learning at their current level in order to grow forward.

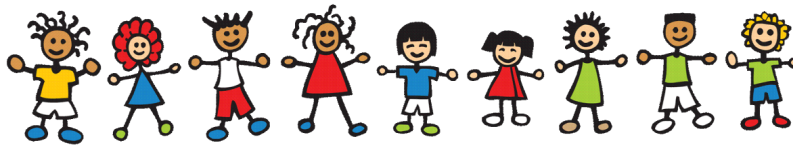
We believe that kids always come first! Our staff has been working very hard to prepare and be the best and most amazing educators of your students as possible.

Communication between school and home is vital in making sure that students experience success early in the year and that there is a clear understanding of expectations. The following pages of the handbook will provide you with information on the policies and rules established for the safety and welfare of all children. Please be aware of the contents of this handbook, feeling free to reach out to the staff and administration if you have any questions or concerns. We are looking forward to a wonderful school year and are thrilled that you are a part of our Falcon Family!

Yours in Education,

A handwritten signature in black ink that reads "Mark Yeoman". The signature is written in a cursive, flowing style.

Mark Yeoman, Principal



West Burlington Elementary School

### III. MISSION, PHILOSOPHY, AND GOALS QPPS 10.1

The mission of West Burlington Independent School District Lil' Falcon Preschool, a partnership of school staff, parents and community, is to prepare students to be lifelong learners who can become successful, productive, future citizens. This will be accomplished by recognizing the value of each individual and promoting academic and personal growth in a challenging and caring environment.

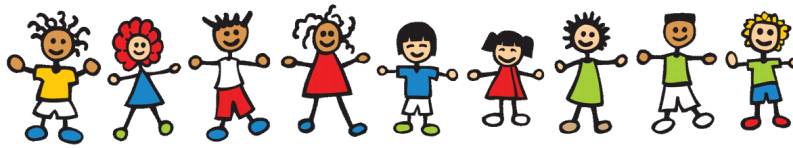
## PREPARING OUR STUDENTS **TODAY** FOR THEIR **TOMORROW**

### Philosophy

Lil Falcons Preschool is committed to providing each child with a high quality, developmentally appropriate curriculum in a safe, nurturing and supportive environment where children develop physically, socially, emotionally and cognitively. We believe children learn best through play and exploration and that family is critical in the partnership of learning and collaborating with the school staff. We believe that all children develop at a different rate and we will be ready to meet them at the point in which they come to us. It is our commitment to start students on the path of lifelong, enjoyable learning.

### Goals

- Students, staff, and parents/guardians work to develop a more caring atmosphere with positive feelings toward each other.
- Identify learning problems at an early age and deal with them using supportive special services to help these children.
- Help each student reach his/her potential in each area of education to the level that will enable him or her to function in adult life.
- Help students learn respect for those in authority and for rules, thus learning acceptable ways to interact with others.
- Help each student learn good study and work habits.
- Help each student acquire the desire for developing a positive self-worth.
- Help each student develop the ability and desire to become a life-long learner.
- Help each student develop competence in the basic skills of communication, computation, and knowledge of basic facts.



## **PreK-5th Grade School Philosophy of Education**

We believe:

- Student learning is the most important element of our society.
- Students learn best in a safe and caring environment.
- Innovative learning activities and various teaching strategies enhance learning.
- Respect for diversity develops tolerance within the school and our society.
- Effective learning produces life-long skills.
- Leaders never lose sight of best practice.
- Teaching the importance of citizenship benefits the school and the community.
- Memorable and enjoyable activities foster learning.
- School, home and community cooperation facilitates and reinforces learning.

### **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 child learn school readiness skills.
- Families will advocate for their children.

## **IV. ENROLLMENT**

### **Eligibility**

Children must be four years of age prior to September 15th of the current school year.

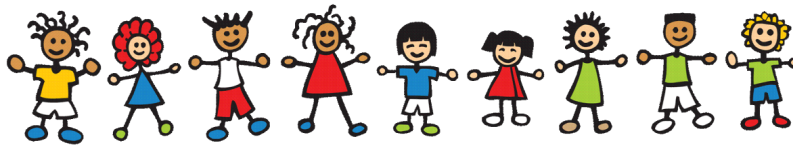
Pre-registration will begin in the spring of the previous year. Registration and sign-up materials are available from the elementary secretary, district office secretary, or online at [www.wbisd.com](http://www.wbisd.com)

Final registration will occur in the fall.

### **Hours QPPS 6.4**

Half day classes meet for three hours each day, four days per week. All students attend on Monday, Tuesday, Wednesday and Thursday. Students do not attend on Fridays. This allows for parent meetings, home visits, planning time for the teaching staff, and collaboration with community agencies. The preschool follows the school calendar.





### **General Information QPPS 5.1, 9.9 & 10.4**

Within six weeks after 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 by the Iowa Department of Public Health [IAC 641-7].

The maximum class size is 20 children in each half-day session based on square footage of the current location. A teaching staff-child ratio of at least 1:10 will be maintained at all times to encourage adult-child interactions and promote activity among children. The elementary principal will maintain a current list of available substitutes for both the teacher and paraeducator. Should one of the teaching staff need to temporarily leave the room, the teacher will call the elementary office and the principal will arrange for coverage of the classroom to maintain the staff-child ratio.

### **Inclusion QPPS 9.10**

The Lil Falcons Preschool program located at West Burlington Elementary serves all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff is aware of the identified needs of individual children and is trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students and their families.

## **V. A CHILD'S DAY**

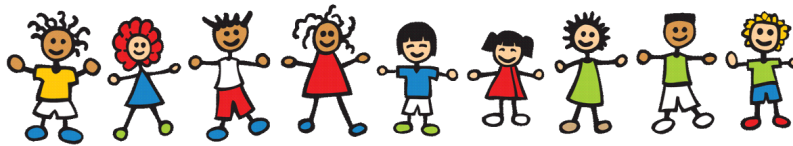
### **Who Works in the Preschool**

#### **Program Administrator QPPS 10.2**

The elementary principal is designated as the program administrator supervising the preschool program. The principal meets all qualifications described in the Iowa Quality Preschool Program Standards.

#### **Teacher QPPS 5.2 & 6.2**

All teachers must hold a license issued by the Iowa Board of Educational Examiners and must have an early childhood endorsement that reflects their current teaching assignment. Each



teacher in the program will hold a certificate of satisfactory completion of pediatric first-aid training and satisfactory completion of pediatric CPR.

### **Paraeducator QPPS 5.2 & 6.3**

A full time/part time paraeducator in the classroom carries out activities under the supervision of the teacher. The program paraeducator will have a high school diploma or GED and either be enrolled in a program leading to a Child Development Associate Credential (CDA) or have a CDA. Each paraeducator in the program will be highly qualified as determined by the district and will hold both a certificate of satisfactory completion of pediatric first-aid training, and satisfactory completion of pediatric CPR.

### **Support Staff**

Great Prairie AEA support staff provides resources and assistance to the teacher and paraeducator(s) upon request and with parent permission in order to help all children be successful in the preschool setting. Such staff may include: Early Childhood Consultant, Speech and Language Pathologist, School Psychologist, Occupational Therapist, Physical Therapist or others.

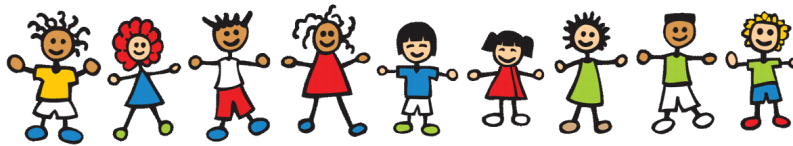
### **Daily Activities**

#### **QPPS 1.1, 1.5, 2.3, 2.5, 2.6, 2.8, 2.9, 2.10, 2.11, 2.12, 2.13, 2.14, 2.15, 2.21, 2.26, & 2.28**

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
- Story Time
- Computers
- Outdoor Activities
- Individual Activities
- Learning Centers: Art, Science, Writing, Games, Put-together toys, Books, Blocks, Pretend Play

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 lifestyles 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. Teaching staff will support the development and maintenance of children's home language whenever possible.

The preschool program uses Creative Curriculum, a research and evidence based comprehensive curriculum designed for Early Childhood. It addresses all areas of early learning: language and literacy, math, science, physical skills, and social skills. 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.

## **Child Assessment**

### **Guiding principles: QPPS 4.1 through 4.8, 7.6**

It is the school district's belief that assessment of young children is on-going and should be purposeful, developmentally appropriate, and take place in the natural setting by familiar adults. The results will be used for planning experiences for the children and to guide instruction. A family's culture and a child's experiences outside the school setting are recognized as being an important piece of the child's growth and development. All assessment results will be kept confidential and formal assessment results will be placed in each child's file, and stored in a secure filing cabinet.

### **Children are assessed for the following reasons:**

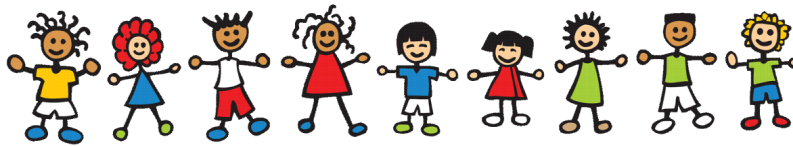
- To provide information about children's needs, interests, and abilities in order to plan developmentally appropriate experiences for them
- To provide information to parents about their children's developmental milestones
- To indicate possible areas that require additional assessment and/or possible intervention.

### **Formal Assessments Given**

All of our preschool students are assessed using the Teaching Strategies GOLD assessment. This assessment is given three times a year in the fall, winter and spring.

### **Assessment Communication Plan QPPS 4.9, 7.3, 7.5, 7.6, 7.7**

Assessment information will be shared formally with families during Parent Teacher Conferences twice a year. In addition, the child's Teaching Strategies GOLD assessment results will be sent home at the end of the year. Conferences are always welcome and can be requested at any time. If your child receives special education services, assessment data (based on their goal) will be shared out 4 times a year.



If, through observation and information collected, the teacher feels that there is a possible issue related to a developmental delay or other special need, she/he will communicate this to the family during a conference, and share documentation of the concern.

Suggestions for next steps may include the following, with the knowledge and consent of the parents:

- The teacher requests assistance from the Child Study Team (CST) as an early intervention process. This team engages in problem identification, plans interventions, provides support, and makes referrals to outside resources to those individuals requesting assistance. The CST team is available and functional for all students and teachers in the building.
- A request made to the Great Prairie Area Education Agency for support or more formalized testing.

The preschool teacher would assist in arranging for developmental screening and referral for diagnostic assessment when indicated.

### **Accommodations QPPS 4.7, 7.5**

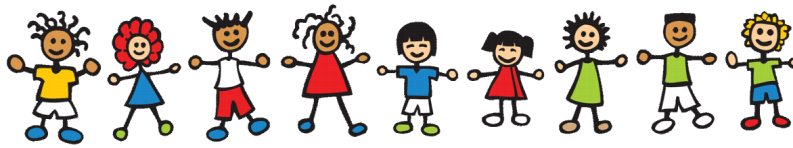
If a child is determined to need special accommodations, those accommodations are included in the materials, environment, and lesson plans for that child. Specialized equipment may be bought by the school as determined by an IEP team for play, feeding, mobility, etc. Examples include sign language and visuals for children with hearing impairments or language delays and behavior plans for children whose behavior does not respond to the typical strategies used by teaching staff in the classroom.

### **Program Assessment QPPS 7.5, 7.6, 7.7, 8.1, 8.2, 10.15**

West Burlington Independent School District's Lil' Falcon's Preschool implements the Iowa Quality Preschool Program Standards. A Preschool Desk Audit - Evidence of IQPPS Implementation was completed during the 2022-2023 school year to confirm we are meeting the standards. Administrators, families, staff, and other routinely participating adults will be involved annually in a program evaluation that measures progress toward the program's goals and objectives. The annual evaluation process includes gathering evidence on all areas of program functioning, including policies and procedures, program quality, children's progress and learning, family involvement and satisfaction, and community awareness and satisfaction. The annual evaluation findings are shared with staff and appropriate advisory and governance boards. The program uses this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

### **Supervision Policy QPPS 3.7, 5.18, 5.19, 9.2, 9.6, 9.8, 9.11, 9.12**

Before children arrive at school, the preschool teacher will complete the following daily safety checklist indoor and outdoor:



- All safety plugs and electric outlets covered, heat/AC, water temperature, and toilets, etc. in working order.
- All cleaning supplies/poisons out of children reach and are stored properly.
- Classroom and materials checked for cleanliness/broken parts, etc. including playground.
- Supplies checked - first aid kit, latex gloves, soap, paper towels, etc.
- Daily monitoring of the environment - spills, sand, etc. Other serious problems were reported to the custodian.
- Upon arrival, each child is observed by the teacher for signs of illness or injury that could affect the child's ability to participate in the daily activities.

No child will be left unsupervised while attending preschool. Staff will supervise primarily by sight. Supervision for short intervals by sound is permissible as long as teachers check every two to three minutes on children who are out-of-sight (e.g. those who can use the toilet independently, who are in a center, etc.)

### **Child Guidance and Discipline QPPS 1.2, 1.3, 1.4, 1.6, 1.7, 1.9, 3.5**

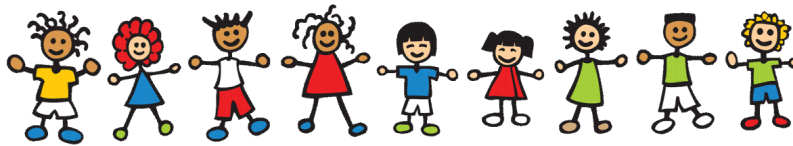
Teaching staff will equitably use positive guidance, redirection, and planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent clear rules, and involving children in problem solving to foster the child's own ability to become self-disciplined. Where the child understands language, discipline will be explained to the child before and at the time of any disciplinary action. Teaching staff will encourage children to respect other people, to be fair, respect property and learn to be responsible for their actions. Teaching staff will use discipline that is consistent, clear, and understandable to the child. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn turn taking.

### **Challenging Behavior QPPS 1.2, 1.8, 1.9, 3.2, 3.6, 3.8**

The teaching staff in the preschool is highly trained, responsive, respectful, and purposeful. The teachers anticipate and take steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. When children have challenging behaviors, teachers promote prosocial behavior by:

- interacting in a respectful manner with all children
- modeling turn taking and sharing as well as caring behaviors
- helping children negotiate their interactions with one another and with shared materials
- engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group
- encouraging children to listen to one another and helping them to provide comfort when others are sad or distressed

Teaching staff will guide children to develop self-control and orderly conduct in relationship to peers and adults. Children will be taught social, communication, and emotional regulation skills. If a child displays persistent, serious, and challenging behavior, 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.

Aggressive physical behavior toward staff or children is unacceptable. Teaching staff will intervene immediately when a child becomes physically aggressive to protect all children and to encourage more acceptable behavior.

### **Permissible Methods of Discipline QPPS 1.2, 1.3, 1.6, 1.8, 1.9, 3.2, 3.6**

For acts of aggression and fighting (biting, scratching, hitting) 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;

### **Prohibited Practices**

The program does not, and will not, employ any of the following disciplinary procedures:

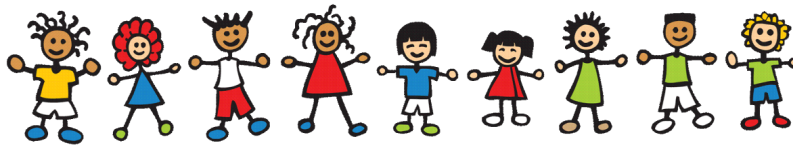
- Harsh or abusive tone of voice with the children nor make threats or derogatory remarks.
- Physical punishment, including spanking, hitting, shaking, or grabbing.
- Any punishment that would humiliate, frighten, or subject a child to neglect.
- Neither withhold nor threaten to withhold food as a form of discipline.

### **Water activities QPPS 5.7, 9.14**

We have a water table in the classroom/playground for children to stand near and play with their hands in the water. During water play children are involved in active experiences with science and math concepts. Children with sores on their hands are not allowed to participate with others in the water table to ensure that no infectious diseases are spread. Children are not allowed to drink the water during water play activities. When the activity period is complete, the water table is drained and refilled with fresh water before a new group of children participate. Outdoor water play is limited to tubs and buckets or containers as well as the water table. We do not participate in swimming pool activities. Staff supervises all children by sight and sound in all areas with access to water in tubs, buckets, and water tables.

### **Snacks/Foods and Nutrition QPPS 2.27, 2.28 & 5.9-5.15 & 5.17**

Attitudes about food develop early in life. The food children eat affects their well-being, their physical growth, their ability to learn, and their overall behavior. We have an opportunity to help children learn about foods, to enjoy a variety of foods from their own culture and others, and to help them begin to appreciate that their bodies need to be strong, flexible, and healthy. Eating moderately, eating a variety of foods, and eating in a relaxed atmosphere are healthy habits for young children to form. A snack is served during both AM and PM sessions. **Food that comes**



**from home for sharing among the children must be either whole fruits, vegetables or commercially prepared packaged foods in factory-sealed containers.** Homemade snacks or birthday treats are not acceptable according to the preschool and school standards. 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.

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 foods with expired dates. Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. 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 program 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 special feeding needs and provide parents with that information.

### **Outside Play and Learning QPPS 2.8, 2.9, 5.4, 9.1, 9.3, 9.5, 9.6, 9.7**

We have daily opportunities for outdoor play as the weather permits. A variety of age and developmentally appropriate equipment and materials are provided to facilitate and promote enrichment in their learning process. (i.e. tricycles, scooters, balance bike) Our designated outside play area is fenced in for safety. Our school uses a local weather website to determine if the "real feel" or heat index is safe for outdoor play.

In order to make sure that your child can play comfortably outside it is important to dress the student according to the weather. When it is cold outside students need a warm coat, mittens or gloves and a hat (labeled with your child's name). For the warmer days dressing your child lightly is just as important. For those in-between days dressing your child in layers is a practical idea. In cases when we cannot go outside (due to weather conditions) children are provided the same level of variety in materials and equipment to allow for enrichment and are supervised at the same level as outdoor equipment.

### **Clothing QPPS 1.7, & 5.5**

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing to school. 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.

## 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:

Diapering will only be done in the designated diaper area, i.e., the bathroom adjacent to the classroom or in the nurse’s office. Food handling will not be permitted in this diapering area.

Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards and documentation will be kept on site and turned into the nurse’s office monthly. : Standard 5, Criteria 5.

For children who are unable to use the toilet consistently, the program makes sure that:

- Cloth diapers (and the outer covering) as well as 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 and document this action. Diapers are changed when wet or soiled.
- Staff change children’s diapers or soiled underwear in the designated changing areas
- At all times, caregivers have a hand on the child if being changed on an elevated surface.
- In the changing area, staff post **changing procedures** and follow changing procedures.
- 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.

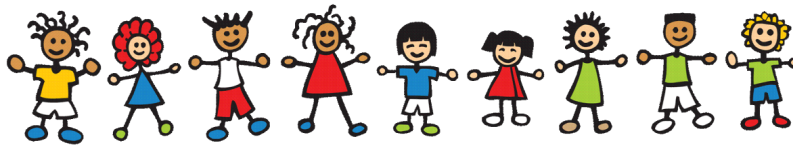
Potty chairs will not be used due to the risk of spreading infectious diarrhea, unless otherwise written into a special education plan.

All families are asked to provide an extra set of clothing for their child in case of an “accident” or messy play. Clean clothing will be provided for your child, if they do not have their own set of clothes to change into. 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 to Show and Tell or other special times. Please do not allow children to bring gum, candy, or money. Toys that promote violence or are associated with





violence are not permitted at any time. The program cannot be responsible for lost or broken toys brought from home.

## **Weapon Policy**

No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any real weapon or a look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other buildings or premises used for school functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item that resembles or appears to be a weapon (gun, squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades and other similar items, knives, etc.).

## **Birthdays and Holiday Celebrations QPPS 5.10**

Birthdays and holidays are an important and significant event in the life of a child. They afford the opportunity for children and dates to be given special recognition. Accordingly, students who wish to bring treats for the class on their birthday or holiday celebration 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 their half birthday to celebrate with their class.

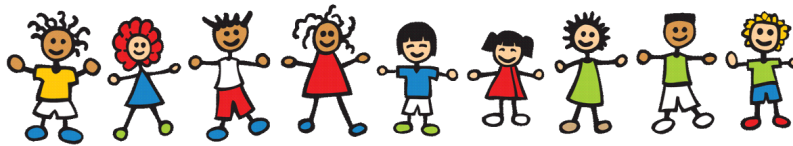
## **VI. COMMUNICATION WITH FAMILIES**

The program will promote communication between families and staff by using written notes as well as informal conversations and/or other electronic means. Families are encouraged to send written notes with important information so all the staff who work with the child can be informed in a timely manner to best serve your child. 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. The Lil' Falcons Preschool will be utilizing the Remind App, more information for signing up will be shared during Fall home visits, by pre-school staff. A monthly newsletter will be sent to families notifying them of learning activities as well as reminders.

### **Classroom Visitation QPPS 1.1, 7.1, 7.2, 7.3, 7.4**

Visitors are welcome in our school. We are eager to share the individual and group activities that make up the Lil' Falcon educational program. Please use the following procedures when setting up a visit to the classroom:

1. Make an appointment with the classroom teacher.



2. Volunteers will complete a Volunteer Disclosure Statement before which includes a background check, prior to volunteering.
3. Sign in and out in the West Burlington Elementary School Office.
4. Wear a name tag at all times.
5. Please observe, work the students as assigned, or work on teacher-assigned projects.
6. Limit your visit to one hour maximum per visit unless otherwise agreed upon with the teacher.

### **Arrival and Departure of Children QPPS 10.4, 10.5, 10.9**

All motor vehicle transportation provided by parents, legal guardians or others designated by parents or legal guardians will include the use of age and size-appropriate seat restraints.

Other than parents or legal guardians, only persons listed in the student information system will be allowed to pick up a child from the school. Anyone who is unfamiliar to teaching staff, including authorized individuals, will be asked to present photo identification before a child is released to them.

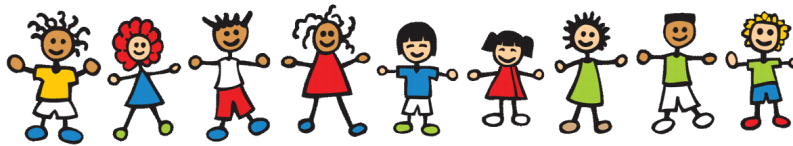
In the interest of student safety, parents/guardians/authorized individuals are requested to report to the office first rather than going directly to the child's classroom. Likewise, when a student returns to the building following an absence during the school day, the adult should stop in the office and sign the child in.

When all children have arrived, the preschool teacher will record attendance for the day. Throughout the day each time children transition from one location to another (i.e. classroom to outdoor), the teacher will be responsible for counting the number of children whenever leaving one area and when arriving at another to confirm the safe whereabouts of every child at all times.

### **Transportation QPPS 10.4, 10.9**

The West Burlington Independent School District will provide free school bus transportation for four-year old preschool students to and from designated child care providers approved by the district. Parents or legal guardians may request transportation at enrollment, indicating the pick up and drop off address, the name of the responsible person at that address, and emergency contact information for all parties involved. Parents or legal guardians are asked to keep their information current by reporting changes to the transportation director and the elementary school secretary and updating the school information system online.

For children who have special needs for transportation, the facility will use a plan based on a functional assessment of the child's needs related to transportation that is filled out by the child's physician. This plan will address special equipment, staffing and care in the vehicle during transport. Any accommodations indicated in the child's Individualized Educational Program will be implemented as described.



## **Field Trips QPPS 2.11, 10.4, 10.9**

Important learning opportunities take place in the form of field trips that are relevant and reinforce what has been taught in the classroom. West Burlington school buses are used for these field trips. Parents will be informed of each field trip through a newsletter or class letter well in advance. A parent or legal guardian must give consent for trips during the registration process. Adult family members may be asked to volunteer to go on these trips to provide increased supervision and adult/child ratios. When adult family members accompany students on these trips, we ask that siblings and younger children stay back. The purpose of chaperones is to provide additional supervision, which can be difficult when there are additional children to watch. It is also a special time for you to share with your child who is on the trip. All field trip chaperones must complete a Volunteer Disclosure Statement and be approved as a volunteer. Teachers will send home notes and explain the procedure for signing up as a chaperone for field trips. During the field trip, all children will wear identifying information that shows they are with the West Burlington ISD. A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group will be taken on all trips.

## **Student Attendance Hours**

7:45 AM: Supervision by school staff begins. All students may begin arriving at this time.

7:45 AM – 8:05 AM: Breakfast is served in the elementary gym.  
Breakfast will not be served after 8:00 AM

8:10 AM: Doors open for students to enter the building.

8:15 AM: Tardy bell rings - all students must be in the building at this time.

3:20 PM: Dismissal for walkers, off-site pick up, city bus riders

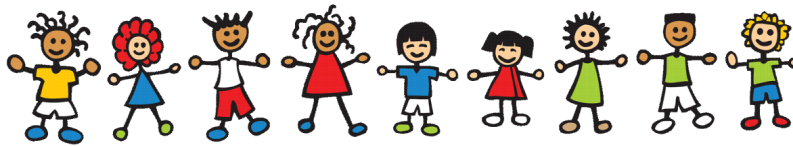
3:25 PM: Pick-up lane & meet siblings at Jr./Sr. High

3:35 PM: All students must be picked up/off school property

1:30 PM All Students dismissed every Friday

## **Preschool Advisory Committee**

The school will identify a committee of staff, community members, and parents who will meet twice yearly (Late Summer & Spring) to discuss the Lil' Falcon Preschool and updates that may need to take place for the current or following school year.



## VII. HEALTH PROCEDURES

### School Nurse

Health services are available to the school by the district nurse. If your child is not feeling well or has a fever, he/she should be kept home. Parents are asked to keep a complete record of shots and immunizations their child gets during the year so that school health records can be kept up to date.

Students who become ill at school will be seen by the nurse. If students need to go home, parents/guardians will be contacted. Your child should be fever free without medication (less than 100) for 24 hours before returning to school.

### Immunizations

Iowa law requires that children attending school be immunized against Diphtheria, Polio, Pertussis, Tetanus, Hepatitis B, Poliomyelitis, Rubella, Chicken Pox and Measles with specific exemptions for health or religious reasons. The local school district has no choice but to deny admission to any child who has not had the required immunizations. The law does allow an exemption for religious beliefs and also allows a child to attend school while receiving the required immunizations. Call the school nurse for more details.

### Medications, Use of

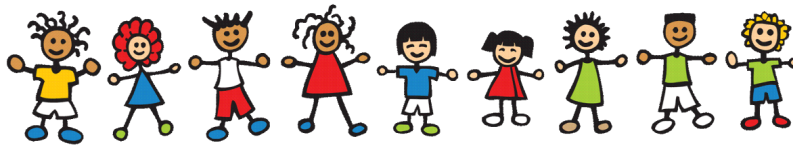
The Board of Education discourages the carrying or taking of medications during school hours. If medication must be taken at school, the following procedures shall be followed:

The administration of prescription medicine to students by school personnel will be done only in exceptional circumstances where the student's health may be in jeopardy without it.

If school personnel must administer medicine, it must be under the following conditions:

- A signed order by prescribing physicians with specific directions must be submitted to the nurse or qualified personnel. Only qualified staff will administer medication.
- The medicine in a container with a pharmacist's label designating student's name, instructions/dosage, name of drug, date of prescription, and name of physician must be submitted to the nurse or qualified personnel to be stored in a secure place.
- A record must be made of all pupils receiving medication. This should be accessible in the nurse or Principal's office.
- Notation regarding the long-term medication should be part of the student's health record. (IQPPS 5.1)

**Note - Non-prescription** medicines may be able to be dispensed when a note signed by the parent/guardian is given to the nurse along with the medicine in its original container.



## **Current Health Records**

Per state requirements, the program must follow the requirements for enrollment related to immunizations established by the Iowa Department of Public Health [IAC 641-7]. 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. (IQPPS 5.1)

## **Staff Medical Training**

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 (IQPPS 5.8)

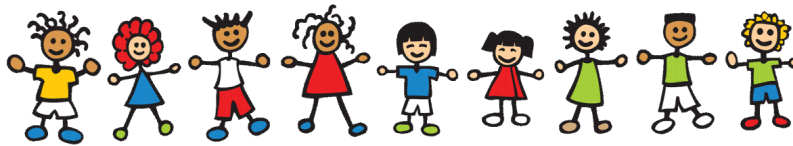
## **Food Allergies**

Students who have food allergies should have on file a recent doctor's order telling what the allergy is and what should or could be substituted. These need to be renewed every school year. For each child with special health care needs or food allergies or special nutrition needs, the child's health provider gives the program an individualized care plan that is prepared in consultation with family members and specialists involved in the child's care. The program protects children with food allergies from contact with the problem food. The program asks families of a child with food allergies to give consent for posting information about that child's food allergy and, if consent is given, then posts that information in the food preparation area and in the areas of the facility the child uses so it is a visual reminder to all those who interact with the child during the program day. (IQPPS 5.13)

## **Cleaning**

The routine frequency of cleaning and sanitizing all surfaces in the facility is as indicated in the Cleaning and Sanitation Frequency Table. This is posted and checked daily (IQPPS 5.18)

- . Procedures for standard precautions are used and include the following:
  - a. Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized.
  - b. Staff use barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids and reduce the spread of infectious disease.
  - c. When spills of body fluids occur, staff clean them up immediately with detergent followed by water rinsing.
  - d. After cleaning, staff sanitize nonporous surfaces by using the procedure for sanitizing designated changing surfaces described in the Cleaning and Sanitation Frequency Table.



- e. Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.
- f. Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container. (IQPPS 5.19)

## **VIII. GENERAL INFORMATION**

### **Staff**

Mark Yeoman ~ Elementary Principal  
Brenda Laffoon ~ Teacher  
Aaron Wagner~ School Counselor  
Stephanie King ~ School Nurse

### **Eligibility**

Students must be four years of age on or before September 15<sup>th</sup> to qualify for the Statewide Voluntary Preschool Program.

### **Start Date and Hours of Operation**

School will start after Labor Day.

It is very important that students arrive at school in a timely manner and attend school on a regular basis. Timely arrival and daily attendance help students to perform their best.

### **Monday, Tuesday, Wednesday, Thursday**

8:15-11:15 (morning session preschool)  
12:15-3:15 (afternoon session preschool)

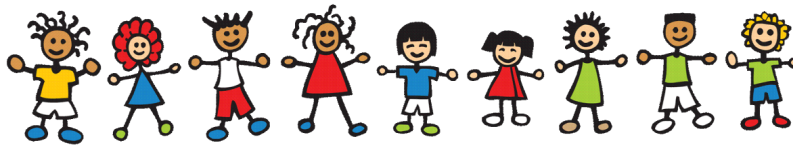
Fridays will be used for staff in service, training and planning.

### **Attendance**

If your child will be absent from Preschool, please contact the elementary office (754-5726). If your child does not feel well, please keep them home so as to keep the number of germs to a minimum!

### **Emergency Procedure**

When the school day is canceled or changed because of inclement weather students and parents are notified over the local television channels, the Alert Now system, as well as KBUR 1490 AM, KGRS 107.3 FM, KDMG 103.1 FM, KKMI 93.5 FM, KCPS 11.50 AM, KBKB 13.60 AM, KBKB 107.7 FM radio stations, [www.kbur.com/cancel.html](http://www.kbur.com/cancel.html),



on our school web site [www.wbisd.com](http://www.wbisd.com), and through Infinite Campus messaging service and through the Remind App. Please be sure to sign up for our alert message system to receive this information via telephone verbal message/text message and/or email. Also remember to keep your telephone number and email address up to date so you will receive these notifications.

The missed day may have to be made up at a later date. If school is dismissed because of inclement weather after the school day has begun, parents/guardians will be notified by the Infinite Campus notification system. Any activity scheduled for the day or evening of a day when school is canceled or dismissed early is generally rescheduled.

### **Meals/Snacks**

We **will not** be serving lunch. We will serve a snack every day. At the beginning of the month, a snack calendar will be sent home showing who will be responsible for sending snacks on designated days. During home visits, parents will be asked if they would like to help provide snacks for the class. **This is voluntary.** Families that participate will be assigned several days during the school year to send snacks. A “Snack Bucket” will be sent home from school the day prior to the designated day. Please remember we are only allowed to serve store-packaged treats at school.

We will not be serving milk with our snack. We ask that everyone bring a water bottle to school instead.