

Spencer Schools Preschool Programs

Parent Handbook



Spencer Community
Schools
Johnson Center
724 West 9th Street
Spencer, IA 51301
262-2710



DISTRICT MISSION STATEMENT:

All students will develop maximum knowledge and skills to become life-long learners and responsible citizens.

DISTRICT VISION STATEMENT:

The Spencer School District is a cornerstone of the community. Working together, the entire community provides a dynamic, child-centered education where students feel included, respected, and valued.

Students are challenged to think independently, inquire creatively, and advance intellectually. Students develop the character and confidence to make a difference in a changing world.

DISTRICT MOTTO:

Learning Today.....Leading Tomorrow

PARENT HANDBOOK

Spencer Elementary Preschools at the Johnson School

PURPOSE AND PHILOSOPHY (NAEYC 2.A.01, 10.A.01)

Johnson Elementary Preschools are based on the importance of children. Each child is respected and valued. We take an interest in all aspects of the children's development, both at home and at school. It is hoped that we may work closely with parents in helping their children achieve their potential, while letting them develop at their own pace. Some of the objectives we feel are important for the children are:

- To have fun playing and learning with other children
- To grow toward an understanding of the world they live in and to encourage their natural curiosity
- To feel free to express themselves creatively
- To learn to share, take turns, listen to others, and cooperate
- To help them realize their own importance as individuals

The State of Iowa Department of Human Services licenses Johnson Elementary Preschools. We comply with all the childcare regulations set forth by the DHS. A copy of the Child Day Care Licensing Standards is available upon request.

ENROLLMENT

Prior to enrollment, we recommend a visit to become familiar with our program, and to become acquainted with our staff. We feel we can serve you and your children best by establishing good communication from the start. Please feel free to visit our preschool anytime before or after your child is enrolled.

Johnson Elementary Preschools provide preschool education to children who are 3 by September 15th and meet the eligibility requirements of the program with the exception of special education services. The program does not discriminate on the basis of race, religion, or national origin. Initial enrollment in the program will be determined by eligibility requirements. If more children desire admission into the program than space and / or state guidelines permit, a waiting list will be established and guidelines set forth. This information will be available upon request. Two weeks notice must be given by parent(s) / guardian(s) before preschool services are terminated.

Parents must provide the program with the forms listed below. Unless noted otherwise, these forms are required by the State of Iowa and shall be updated annually. The Department of Human Services carefully checks these forms to be sure the information is complete, i.e. doctor's address and telephone number, specific dates and signatures. For questions or concerns, about licensing standards, you may contact the childcare consultant for our area by contacting the Department of Human Services at 262-3586.

- Physical form signed by your child's doctor
- Immunization card signed by a health official, noting the complete date and source of each immunization required by the State of Iowa.
- Enrollment information with field trip and video permission given.
- Emergency medical consent and *a free and reduced lunch form (if applicable)*
- Birth certificate

School Day Hours, Late Starts, Early Dismissals (NAEYC 9.C.15, 10.D.06,10.D.07)

The center is open Tuesday through Friday, 8:30 AM – 3:00 PM. We follow the Spencer Community School’s calendar. In case of school cancellation, the closing will be announced on the radio and area TV stations. Please listen to:

Radio Stations: KIGL at 104.9, KUOO at 103.9, KICD FM at 107.7,
KICD AM at 1240, Y 100 FM at 100.1

TV Stations: KTIV Channel 4, KCAU Channel 9, and KMEG Channel 6

You can also log onto www.kicdam.com and click on Weather Closings or www.spenceriowaschools.com.

The opening and closing hours of the program must be respected. In the case of a scheduling conflict, the parent(s) / guardian(s) must make arrangements for another adult to pick up the child. However, children can be released only to parent(s) / guardian(s) or to individuals designated in writing.

When you bring your child to school in the morning, you are required to come in with him or her. When you pick up your child, be certain that the teachers are aware of your departure. To ensure the safe arrival and departure of your child, the child should be checked in with your child’s teacher or assistant and checked out.

FUNDING AND FEES (NAEYC10.C.01, 10.C.03)

A portion of the Johnson Elementary Preschools is a state grant-funded program that provides services for income eligible (130% of poverty level) and high-risk families. Other programs are federally funded for children with special needs. The Spencer Community School System administers all programs. There are no fees to attend Johnson Elementary Preschools.

SCREENINGS (NAEYC 4.E.02; 4.E.03; 4.E.07; 4.C.01; 7.B.02, 7.B.03, 7.B.04) (QPPS 2.2, 4.6, 4.11)

Spencer Community Schools work closely with the Prairie Lakes Area Education Agency (AEA). When the need for developmental screening is necessary, the AEA helps determine the appropriate assessments to be used. Instruments such as General Educational Plans (GEI) and Individual Educational Plans (IEP) are used to offer the best possible education of each student in our system. Formal testing with the Brisance Diagnostic Inventory for Early Development for children age birth to seven, the IGDI or other informal teacher designed tests for milestones are used. These types of assessments can be given anytime at parent request. Three times a year an informal teacher’s rubric goes home to report progress of every child. Teachers and teacher aides meet to discuss any changes seen within a child, if any, weekly at Pre-School collaboration times. Any modifications in curriculum or activities are also made at this time.

This upcoming year our program will be using Creative Curriculum and the Creative Curriculum Assessments. This curriculum has clearly stated objectives that tie to our state standards and a framework that allows for adaptations and modifications, so students with varied abilities and strengths are able to learn all they can.

A note to the parents would follow letting them know the areas of strength and weakness within their individual child. They are encouraged to strengthen the weaker skills over the summer by practicing them at home. Interpreters explain all of this to each parent in their preferred language. Manipulatives, pictures and/or modeling by the assessor may be used with a parent to enhance understanding of the concept that had been used during screening.

SPECIAL NEEDS STUDENTS (NAEYC 10.B.10, 8.C.02)

Spencer Community Schools, preschools, elementary schools, middle school and high school use the specialist consultants at the regional AEA affiliate, Prairie Lakes Area Education Agency, to assist them in serving the needs of all children especially those with disabilities, behavior challenges and/or other special physical and psychological needs. The school and AEA shall partner with the parents or legal guardians of the child to initiate and maintain an ongoing approach to meet all special needs/challenges said child might have for academic and social success. Students of concern may receive additional testing, learning/enhancement materials; consultant services and/or home care assistance when available.

HEALTH POLICY (NAEYC 5.A.02, 5.A.05; QPPS 9.12; Standard 5, 10.14)

Medical Emergency (QPPS 10.14)

Any child exhibiting bacterial/viral or other unusual symptoms will be referred to the school nurse for evaluation. The nurse is not a clinic or a substitute for your own physician or health care provider. Staff may take the child's temperature, but no medications shall be administered, unless staff is authorized to give medications.

Staff may administer first aid to an injured child within the scope of their training (apply pressure to stop bleeding, check for consciousness, do rescue breathing, etc.).

Another staff will call the child's parents, healthcare provider, or 911, based on the severity of the injury, as treatment is being administered. Parents will be contacted immediately. If emergency transportation has been called, a staff member will immediately retrieve the Emergency Consent Form and it will be kept with the child and provided to emergency personnel upon their arrival. A staff member will be assigned to go with the child.

Any staff member of the center will not transport children.

Dental Emergency: (NAEYC 5.A.04; QPPS 10.14)

Parents or legal guardians will notify the center of their preferred family dentist. If emergency dental care is required, a staff member will notify the parent or legal guardian and the family dentist immediately. First aid will be given according to the dentist recommendations. A staff member will remain with the child until the parent assumes responsibility for the child.

Any child requiring dental treatment must be transported to the dentist by their parents or legal guardians unless the parents give instructions otherwise. Children will not be transported by any staff member of the center.

Medications: (NAEYC 5.A.11, 10.D.10)

Board policy states: No medication shall be given by unauthorized personnel at any school in the district, except as provided by the written prescription of the physician and the written permission of the parent or guardian of the student to have medication at school, the following must exist:

- A. Medication must be in the original container from the pharmacy. If requested, the local pharmacies will provide for you a second prescription bottle for use during school hours.
- B. Over-the-counter medication must be in the original container from the pharmacy.
- C. Parents must give written authorization for the administration of the medication, over-the-counter or prescription.
- D. Parents must also give written permission for the school to apply sunscreen to student.

Illness or Injury: (NAEYC 5.A.02)

We strive to prevent the spread of illness and your cooperation with our policies will be of great benefit to all of the staff and children attending. Other factors, such as appearance, temperament, and ability to participate in planned programming also need to be considered. Your child must be symptom free (no fever, diarrhea, or vomiting, etc.) for at least 24 hours before returning to school. If your child has any one of the following conditions, you will be notified to pick up your child as soon as possible.

- Contagious conditions (for example – chicken pox, flu, head lice, pink eye, impetigo)
- Fever over 100 degrees
- Vomiting
- Diarrhea
- Open and draining sores
- Unknown rash
- Constant cough or nasal drainage
- Signs of pain- stomach, headache, sore throat, etc...
- Accident requiring medical attention

In certain situations, it may be necessary to call 911 for transport to the hospital for emergency treatment, with parents/guardians being notified as quickly as possible.

Please inform the teacher if your child has been exposed to any contagious diseases, since this may affect other children at the school. If your child will be absent, please call as soon as the decision has been made that your child will not be attending. If parents are in doubt it is recommended to keep their child at home.

When a child is sick at school, the preschool will keep the child supervised away from the other children. This may include in the nurses office, or away from the other children as to not contaminate them. Parents are asked to stop in the office and we will release the child to the parent or guardian.

Johnson Elementary Building Site of Spencer Community Schools has a verbal agreement with the Spencer Hospital that their professional health consultant will contact and work with the preschool or elementary schools when needed. The daily more severe medical needs and medication documentation supervisor for the schools is the school's registrar nurse. The nurse is also responsible for promoting healthy lifestyles and the prevention of infections and injuries. Building secretaries take care of minor cuts, abrasions or bumps. Parents are always contacted should a child need to be excluded from school due to illness.

Mental Health:

Mental Health at preschool focuses on the promotion of positive self-worth, respect for individual differences, and the ability to build positive relationships with peers and caregivers. Children develop coping skills, problem solving and ways to manage stress. Accomplishments in this area will affect a child's ability to play, live, learn and work within the home, school and other environments.

Disabilities:

Spencer Schools works very closely with its community partners, such as Area Education Agencies, to help identify problems that may interfere with a child's development. Fully inclusive environments are created to help all children feel accepted and valued; get along with others; foster self-confidence and self-esteem; develop self-awareness and self control; and gain a sense of belonging in their classroom,

community and the world. That is, we create environments that are responsive to the needs of all children.

First Aid Kits (NAEYC 9.C.10) (QPPS 9.13)

Each of the Johnson Elementary Preschools rooms are equipped with a first aid kit containing band aids, gloves, gauge, tape, disinfectant swabs and ointment. The school nurse regularly checks and refills these kits. Staff will be sure to take a first aid kit with them when going on field trips, out for recess or whenever the students leaving the building.

Allergy-free Areas (NAEYC 5.C.04, 5.C.05, 9.D.07)

In the event a child has an allergy to peanuts, dairy products, or animals, allergy-free areas will be provided at school. Alternate treats, milk and/or diet plan must be provided by the child's parents. Areas are maintained so children or adults who have allergies or any other special environmental health needs can have a safe, healthy environment according to the recommendations of a health professional.

Because of possible health hazards, we ask that animals not be brought to school without permission and a current health certificate. An adult would need to bring and take home the animal. Staff must supervise all interactions between children and animals. Staff must make sure that any child who is allergic to a type of animal is not exposed to that animal. Staff will instruct children on safe behavior when in close proximity to the animals.

Reptiles including turtles are not allowed as classroom pets due to the risk of salmonella infection. No ferrets or birds of the parrot family are allowed. Pets are not allowed in the kitchen or food preparation areas.

Children and adults should wash their hands following contact with animals.

Allergen Safe Area Clarification: (NAEYC 5.C.04, 9.D.01, 9.D.02, 9.D.07)

Spencer Community Schools try to limit known exposure to allergens children may have. It works closely with parents and the school nurse to provide classrooms that are safe for students with allergies. For example: If a child is allergic to peanuts, the teacher alerts the parents of all students in the classroom that there is someone allergic to peanuts and that no treats, birthday bake goods with peanut products, etc. can be sent to school. If a child were unable to tolerate the smell of peanuts, the school lunch menu staff would be notified at the beginning of the school year and would eliminate any peanut product from being served at school. A child is able to eat lunch in the classroom with a friend to eliminate exposure to allergens also.

Air Pollution or Smoke (NAEYC 9.C.08, 9.D.03, 9.D.06, 10.D.02)

The city of Spencer has a burning ordinance that prohibits any outside burning within city limits. Candles may not be used in the school. Doors and windows would be shut and locked should the air become a danger to the students while at school.

Johnson Elementary Preschools are smoke-free facilities. No smoking is allowed on school grounds.

Biting (NAEYC 1.E.02; QPPS 1.9 & 1.10)

Because we do have a Pre-School Program, special consideration is given to the issue of biting. This behavior is a predictable developmental behavior in very young children. We recognize the fact that biting often presents a very emotional problem for children, parents, and their caregivers. Because there are many causes for biting, we will deal with each incidence as it occurs. We will keep the safety of the

children at the preschool as our top priority. We will do all that we can to insure that the biting doesn't occur. We will work with all the families involved in a professional manner.

In the event that a child has been bitten, the child will immediately be comforted. Attention to the affected area will be carried out by a first aid trained member of the school staff. The bite will be cleaned with soap and warm water. A bandage will be applied after washing. A visit to the doctor will be suggested to the parent if blood exposure has occurred. The bite area should continue to be observed by the parents and staff for signs of infection.

The biter will be told in a firm voice that "It is not ok to bite. Biting hurts." The biter either verbally or with actions is asked to apologize to the child who was bitten. This child will then be taken to another area of the room where no positive or negative attention will be given for a few minutes. Throughout this time, an adult will be close by. (If the biter would bite a second time, he/she will be shadowed by a staff member until the behavior is stopped.)

Parents of both children will be notified. Due to confidentiality, names will not be shared with parents of either child. Parents of the biter will be informed of the incident. Strategies will be implemented as previously mentioned. Ways to prevent further incidences of biting will be discussed. Separate accident and incident documentation is required in the event of biting.

Spencer Community Schools recognizes how upset parents may be when they learn their child has been bitten; however, we also recognize that biting a normal component of child development. We recognize that even with the best strategies in place and all efforts made to prevent biting, it may occur.

CHILD ABUSE POLICY (NAEYC 10.D.03, 10.D.04)

We are Mandatory Child Abuse Reporters and must notify the Department of Human Services if we suspect any kind of child abuse.

INTOXICATION POLICY (NAEYC)

In the event that an intoxicated parent, guardian or other adult would walk onto the school premises or enter the school and wish to take home a student from any classroom including the preschool classrooms, he or she would be escorted to the school office by school personnel. The police would be called immediately and the person would be released to the officer for any action taken.

EMERGENCY RESPONSE PROCEDURES

Fire and Tornado Drills (NAEYC 5.C.02)

At least one (1) fire and (1) tornado drill is held each month unless the time of year is considered a cold weather exception by the local fire marshal. Students will go to a designated area considered to be safe from the storm/fire. School staff will supervise them.

Earthquake, Bomb, Intruder, or Hostage Threat (NAEYC 5.C.02)

Earthquake and bomb threat procedures are located in the Spencer Community Schools – Emergency Response Procedures Manual. Students will go to a designated safe area and will be supervised by school staff.

Also included in this manual are procedures for an intruder/hostage situation, assault/fight, serious injury/death, suicide attempt, dangerous weapons and lock-down.

SUPPLIES

It is important for children of all ages to have a change of clothing at the school, in case of accidents. We ask that you please clearly mark all items and send them in a bag that is also marked with your child's name. Please dress your child appropriately for "play" and for the weather, since we feel it is important for children to get outside for exercise and fresh air each day. The following supplies will also be needed:

- A large book bag / backpack that closes, without wheels.
- 2 full-sized boxes (150 count or more) of Kleenex.
- A complete set of extra clothing (underpants, socks, shirt, and pants) labeled and put in a bag labeled with the child's name.
- When winter arrives, your child will need to bring boots, hat, mittens (not gloves), snow pants, and a warm coat every day.

SUPERVISION (NAEYC 3.C.02, 3.C.03, 3.C.04, 3.C.05) (QPPS 3.9)

All staff has the responsibility of supervising students regardless of what grade the student is assigned. Each Teacher has a priority lien over the discipline of his/her assigned pupils when they are under his/her supervision. Pre-school will be escorted to the bathroom, lunchroom, office, gym, library, nurse and other special activities.

In the classroom, a staff member covers the supervision of the children at all times. Supervision of the children is primarily by sight. Supervision for short intervals by sound is permissible, as long as teachers check frequently on children who are out of sight (bathroom independently). The safety and well being of your child is of paramount importance. *Refer to Rules and Procedures Handbook.*

TOYS (QPPS 9.1, 9.3)

We have more than an adequate number of toys and learning materials. Please do not send toys from home as they may be lost or broken. We cannot be responsible for items that are brought to preschool by your child. **NO GUNS OR WEAPONS OF ANY KIND ARE ALLOWED!**

CONFIDENTIALITY (NAEYC 4.E.02, 4.E.06, 4.E.07, 7.B.02, 7.B.03, 7.B.04)

Information about your child and family is confidential and will be released to other centers, schools, or agencies only after the school has received written permission from you.

FOOD FROM HOME (QPPS 5.19)

If you would like to bring treats for a special occasion, Johnson Elementary Preschools is only able to accept pre-packaged food in its original containers. This is meant to protect all children in our program. Please avoid bringing nuts, popcorn or pretzels as some of the children may have allergies or food restrictions. These are also items on which students have trouble with choking or digesting.

ASSESSMENT (NAEYC 4.A.02, 4.A.03)

The preschool teacher using checklists, rating scales, the rubrics and standardized curriculum based tests will assess each child individually. The preschool teacher and teacher associates, AEA staff if needed, administrator or parents for evaluation in physical and social growth, will observe the child in comparison to peers. Results of evaluation of any kind are kept confidential in the student's file in a locked cabinet to be viewed only by the designated personnel and/or permission of the parent of legal guardian. A portfolio of samples of a student's daily progress is also kept by the teacher in the classroom for the preschool staff, parents or principal to review at anytime.

Twice a year parents and/or legal guardian are invited to attend a conference with the teacher to discuss progress of their child. Copies of the testing results are then handed to or mailed to the parent. In the event the parent feels a need to speak with the teacher more frequently, they may do so by stopping by the classroom before or after school. They may make an appointment for a more convenient time with the teacher. They are able to talk to the teacher by phone when necessary throughout the day. The preschool teacher sends home a note of what happens in the classroom day and often makes special notations to parents on student behavior, troubles learning or a great achievement.

Once testing results are obtained, classroom curriculum may be modified or enhanced in several ways if necessary for student's success. Further diagnostic testing and developmental screening may also be obtained through our local AEA. Referrals are also made through our local AEA support to the preschool.

BEHAVIOR MANAGEMENT POLICY (See appendix A for Positive Behavior Techniques) (NAEYC 10.B.08)

A safe, supportive, and respectful environment is one of the goals of our program. Therefore everyone, including students, staff, and visitors, will be expected to be respectful and courteous to all. Modeling, redirection, working through challenges, and positive reinforcement will be the primary methods of behavior management. Time outs will also be used if necessary. We will use positive behavior techniques in the classroom and recommend them for use at home.

If a child is having problems at school, the teacher will notify the parents / guardians of the situation and request that a meeting be arranged to discuss solutions. We will work closely with the parents or guardians and school support staff to help the child. We would also ask that if you see that your child is having problems, please contact a teacher to set up a meeting so that your child has a successful preschool experience. Only after parents/teacher/administration have met and exhausted all possible solutions to problems would a child be discharged from Johnson Elementary Preschools.

UNLIMITED ACCESS (NAEYC 7.A.11; 7.A.12; 7.A.14)

It is the policy of Spencer Community Schools that the members of our school families may visit any area within the three elementary buildings including the preschools at any time during the regular school day. Families are asked to check in with the building secretaries to state purpose of visit. Spencer Community Schools strives to maintain a highly educational environment and asks that interruptions to a classroom are minimal.

Parents are invited to assist in the planning and to attend many preschool activities: Family Nights; Fall, Winter and Spring Party Days; Fieldtrips; Guest Speaking, weekly volunteering in the classroom and/or lunchroom, conferences.

Parents are also invited to participate in the school/family organization call P.I.E. (Parents In Education). This group fundraises, builds support and encourages friendships among school families. They may choose to lead as a Room Mother/Father, Reading/Math Support Helper in the classroom.

It is with these opportunities and others that Spencer Community Schools hopes every school family, regardless of schedules and availability, will find their special place within the school system. Every effort is made to make all families regardless of race, religion, language or age feel welcome and successful here.

TRANSLATOR (NAEYC 10.B.09, 10.E.03)

A translator will be provided when needed for those families who do not speak English.

BREAKFAST AND LUNCH (NAEYC 3.D.12, 5.B.16)

Breakfast is served at 9:00. If your child will be arriving late, please be sure to feed him/her before coming to school. Lunch is served at 12:00. Staff members sit down to eat and converse with the students in the lunchroom area. Those students who qualify for free or reduced lunch plans are given forms at the beginning of the school year. For those who are not income eligible, a lunch account into which parents or guardian deposits money will be established.

(In the Spencer School District ½ Day Preschool Program no breakfast or lunch will be served.)

Pre-School Food Preparation (NAEYC 5.A.02, 5.B.03, 5.B.15)

All food is prepared off site in the Spencer High School kitchen. It is brought into the Pre-school via a transport oven and hot food remains in that oven until served. Before serving each hot item, a member of the food service checks food temperature to meet every day guidelines and records this into a notebook. Hot food items, those above 110 degrees Fahrenheit, are kept beyond the reach of the children. Cold food items are immediately placed in coolers to get to school and then into a dining room refrigerator until serving. Guidelines are also given for food to be cut into bite-size pieces and foods to avoid serving that could cause choking. (An example: grapes)

The Spencer Hospital has a team of diet and nutritional specialists who are willing to answer questions from the school's food service. The Spencer School Food Service participates in the United States Department of Agriculture's Child and Adult Care Food Program and has a public health nutritionist evaluate menu portion size, nutritional values, food service procedures and special menus at least two times a year as required. The Spencer Schools Food Service Director, meets with nutritionists during the summer to plan school year menu meals and throughout the year when necessary to comply with the CACFP regulations and recommendations.

EMPLOYEES (NAEYC 6.A.03, 10.E.01, 10.E.05, 10.E.06, 10.E.07)

All preschool teachers, teacher assistants, substitute teacher assistants and volunteers will be subjected to a records check and FBI fingerprinting before working with preschool students. Iowa Record Checks are done through the Single Contact Repository (SING) which researches the Iowa Division of Criminal Investigation criminal database, DCI sex offender registry and the DHS Child Abuse Registry. This check can be done online through the SING data base prior to a person's involvement with children and must be done again every 2 years. Fingerprinting must be done within the first 30 days of the staff member's employment. The Spencer Community School District will incur the cost of these checks and fingerprinting procedures. This staff information is then submitted to the state of Iowa with the preschools next re-licensure application. Any one not fulfilling the requirements of all of the above researches may not be employed by the Spencer Community School District.

New employees for the pre-school receive an introductory employment period during the first three days of the school calendar year at central office. During this time training begins, goals and procedures are explained, and staff questions are answered. Each new employee is given a tour of the building in which they will work. Copies of the employee and school handbooks are given to new employee and policies are discussed and questions are answered. Training continues monthly at professional development meetings to look at specifics. Consideration for diversity and accreditation requirements for TA's and the program are a top priority for monthly professional development throughout each school year. Staff

meets weekly to update, revise and create classroom materials to meet student needs or curriculum goals.

The supervising teacher in the Pre-School would mentor a new employee. The teacher would go over such things as: routines, celebrations, curriculum, classroom management, emergency procedures, NAEYC standards, QPPS standards, care of students and any medical needs. The normal and abnormal day schedules and procedures are explained, so that he/she feels comfortable around pre-school children.

SUBSTITUTES AND VOLUNTEERS (NAEYC 6.A.03, 6.A.04, 7A.01, 10.E.11)

Background checks and fingerprinting will have been done by central office. These checks will be the same as those above mentioned under the employees section in this handbook. No volunteer may help in the preschool unless they are at least 16 years of age. Substitutes and volunteers are trained furthermore with an orientation day. Each teacher creates a substitute folder containing all classroom procedures, emergency and medical requirements, and classroom management techniques at the beginning of the year. It is kept in a predominant place for easy access.

LEADERSHIP AND BUDGET (NAEYC 10.C.02)

All parts of the elementary and preschools are under the leadership of the Elementary Principal. The principal meets weekly with the Spencer School Superintendent to go over operating budgets and long range fiscal planning for the three Spencer Elementary Schools and the Pre-School. He/she passes the information on to the supervising teachers in the Preschool when necessary. Each year the building principal or assistant-principal meet with the preschool teachers to make sure curriculum goals, student needs and budget guidelines are on track for the school year. The building administrator must sign any purchase orders for expenditures before money can be spent. All lead teachers understand this protocol and adhere to it.

COMMUNICATION (NAEYC 5.01, 8.B.03, 8.C.03)

Johnson Pre-School makes every effort to use both informal and formal forms of communication with families of diversity. Program staff ensures that all families, regardless of family structure, socioeconomic racial, religious and cultural backgrounds; gender, abilities or preferred language are included in all aspects of the pre-school program, including volunteer opportunities. During the school day, lessons on different family background, cultures and customs are planned. Everyday the teacher sends home a summary of the day's events in the language of each student's family. Families are encouraged to stop into school when they can and participate with their child. Annually, a teacher will make a home visit to communicate with parents regarding their pre-school child.

Family Nights are planned full of activities for the pre-school child and his/her family. Families often come to share a meal with the other families in the program. Conversations are encouraged and all are there to have fun.

At conference time, translators are arranged to make all parents comfortable discovering what their child has come to know. Throughout the year the Spencer Community School Families through their organization know as PIE (Parents in Education) invites all families to participate in projects for the school and pre-school. It encourages and supports any parent who chooses to take a leadership role to plan and event or contributes to a cause.

Flyers of community events in and around the Spencer area are sent home to also keep parents informed.

SUPERVISION (NAEYC 3.C.02, 3.C.03, 3.C.04, 3.C.05)

All staff has the responsibility of supervising students regardless of what grade the student is in. Each teacher has a priority lien over the disciple of his/her assigned pupils when they are under his/her supervision. Pre-school students will be escorted to the bathroom, lunchroom, office, gym, library, nurse and other special activities when it is necessary. In the classroom, a staff member covers the supervision of the children at all times. Refer to *Rules and Procedures Handbook*.

TRANSPORTATION POLICIES (NAEYC 9.C.14, 9.C.15, 10.B.05)

PRESCHOOL TRANSPORTATION GUIDELINES

Transportation is a convenience that is important to many of the Preschool families. It is a service that our district provides to parents that is not mandatory. Parents and the program must comply with various state rules in order to provide the service on a smooth, continuous basis.

1. Use of central pick up points makes the amount of time your child rides on the vehicle less. Two stops next to each other may be considered one (1) stop.
2. The children shall be ready 10 to 15 minutes before and after the pick up time. Upon arriving at the stop please be ready, as the driver will not wait. After three no shows (bus stops in the AM and no child comes out) we have the option to change the stop to a “call only stop”, not an automatic stop. Parents will need to call when the child needs to be picked up if this happens. The principal will notify you if this happens.
3. If your child misses the bus in the morning, you are responsible for bringing him / her to school.
4. The bus driver and / or assistant must see the parent / authorized care provider. Due to time restraints, parents / authorized care providers are not to get on the bus with their child.
5. Children shall be encouraged to ride quietly. Wrestling, loud shouting, or any activity to distract the driver while the vehicle is motion shall not be permitted. All items are to be kept in their school bags.
6. No food allowed on the bus.
7. Cancellations before 7:30 AM should be called into the Transportation Office (712-262-1118). If no one can be reached at the Transportation Office, then call Spencer Schools Central Office (712-262-8950). Other cancellations or changes should be directed to your child’s teacher and bus driver 24 hours in advance.
8. The parent / guardian **MUST BE HOME OR AT THE PICK UP POINT AFTER SCHOOL. THE DRIVER MUST SEE THAT AN ADULT IS THERE TO MEET THE CHILD.** If a parent is not home, the child will be returned to Johnson School. The bus driver will not drop your child at another home without prior notification. Parents will be responsible for the child’s pick up if they are returned to school.
9. Parents should notify the teachers and bus driver in writing a week ahead of any permanent changes in their address or childcare.

ABUSE OF THESE GUIDELINES MAY RESULT IN YOUR CHILD NOT BEING ABLE TO RIDE THE SPENCER SCHOOL BUS.

Appendix A (NAEYC 10.B.08)

Positive Behavior Techniques: Techniques to use when disciplining:

1. POSITIVE REINFORCEMENT

- Find someone doing something good and be really interested in what they are doing!
- Look for what the child does that you like and tell them.
- Praise the child for doing the appropriate thing.

2. IGNORING

- The fastest and most effective way to gain control is to ignore persons not following the rules.
- Pick your battles. If it is not hurting anyone or property, is it worth it?

3. DISTRACTION / REDIRECTION

- For children in the under three crowd this happens frequently.
- Redirection can be very useful with preschool aged children through the teens.

4. ACTIVE LISTENING

- Sometimes it is enough for a child to hear that you understand and accept their feelings.
“You feel very angry that it is time to come inside now.”
- A way to deal with tattling: *“Joey hit me.”*
Ask: *“Did you tell him how that made you feel and what you wanted him to do?”*
“Do you feel that he listened to you?”
- Go with the child to the other child and say:
“John has something to tell you and wants you to listen to him.”
- Listen and then ask, *“Do you want to say anything to John?”*
“Good job boys.”
“Next time I bet you can do this all by yourself.”

5. CONSISTENCY

- **This is so very important!**
- Say what you mean and follow through.

6. CHOICES

- Choosing not to follow a direction is not a choice.
- Give the child some control over the situation.
- Offer only choices you intend to honor.
 - Don't say, *“Do you want to go inside?”* Instead, give a five-minute warning so they are able to finish what they are doing.
 - Don't say, *“Do you want to go to bed?”* Instead say, *“It's time to go to bed, do you want to wear your red pajamas or your blue pajamas.”*
 - Don't say, *“Clean up your room.”* Instead say, *“Put your blocks in the box and put your books on the shelf.”*

7. BEHAVIOR SPECIFIC DIRECTIVES

- Lets a child know exactly what it is you want.
“Be good” vs. *“I want you to pick up your toys and come sit at the table.”*
- Tell the child what you want them to do, not what to stop.
“Please use inside voices.” vs. *“Stop screaming.”*

8. SETTING LIMITS / EXPECTATIONS

- Sometimes called rules.
- Limits are necessary and help kids feel safe if enforced correctly.
- Keep them simple and positive.

9. TIME OUTS

- This is a cooling off period not a punishment.
- You must make it fit the developmental age of the child. Suggested time: 1 minute per age of child. (Ex. 3 minutes of time out for a 3 year old child)
- **Do not use time out as a threat.**
- Remember to identify the behavior you wish to see changed.

10. UNCONDITIONAL LOVE

- Children do not have to earn this by behaving in a certain way.
- Love your child for who he / she is.

11. NATURAL / LOGICAL CONSEQUENCES

- Natural consequences happen **without** adult intervention.
“If you don’t come to snack now all the apples will be gone and you won’t get any.”
- Logical consequences **do** require adult intervention
“If you choose to throw sand again, you will need to stay out of the sand for the rest of the day.”

12. HUMOR

- Never underestimate the power of a little bit of humor.
- Laughter is a great way to diffuse a tense situation so that it can be dealt with more effectively.
- This can be particularly helpful with school-aged children.

Welcome, you are now a “little tiger!”



Hooray
for
school!

Spencer School Vision Statement:

The Spencer School District is a cornerstone of the community. Working together, the entire community provides a dynamic, child-centered education where students feel included, respected, and valued.

Students are challenged to think independently, inquire creatively, and advance intellectually. Students develop the character and confidence to make a difference in a changing world.

Spencer School Mission Statement:

All students will develop maximum knowledge and skills to become lifelong learners and responsible citizens.

Spencer School District Motto:

Learning Today.....Leading Tomorrow