

# Twin Cedars Preschool



## Handbook

## **Program Goals**

The basic objective of our preschool program is to enable your child to be self-directing in their learning. It is the goal of our preschool program to offer enriching experiences that will allow each child opportunities to:

- Develop curiosity about the world, confidence as a learner, creativity and imagination, personal initiative
- Understand and respect social and cultural diversity
- Communicate effectively and to facilitate thinking and learning
- Represent ideas and feelings through pretend play, drama, music and movement, art, and construction
- Develop a positive self-concept and attitude toward learning, self control, and a sense of belonging
- Think critically, reason, and solve problems
- Construct understanding of relationships among objects, people, and events; such as classifying, ordering, number, space, and time
- Construct knowledge of the physical world, manipulate objects for desired effects and understand cause-and-effect relationships
- Become competent in management of their bodies and acquire basic physical skills; both gross and fine motor
- Gain knowledge about health, safety, and fitness.

## **Curriculum and Methods**

Our preschool program takes into account that each child enters the classroom with individual uniqueness and varied abilities. Our emphasis is on development of the whole child, with a goal of self-motivated readiness for a lifetime of learning in all areas. We offer a full curriculum with a variety of age appropriate, hands-on experiences and activities designed to bring about the physical, intellectual, social, and emotional growth of each child.

## **Admissions**

Children must be three years old by September 15th or four years old by September 15th to attend. Your child must be fully potty trained in order to attend preschool (unless they have Special Needs or a suspicion of Special Needs). Each child must have the required immunizations and a physical examination. These forms must be in the students file prior to the September 30<sup>th</sup> deadline in order for the child to remain in the program.

## Tuition

Our fee is set by the Twin Cedars School District and is payable at the elementary office on the 5<sup>th</sup> of each month. If your account has not been paid by the 15<sup>th</sup> of the month then your child will be dropped from enrollment and can no longer attend preschool.

4-year-olds 4 half days a week is free

3-year-olds 2 half days a week is \$55

There are no additional charges made for days attended in August and June. This makes up for days missed during winter break. Tuition cost is not deductible for absences since operating costs continue and a space is being saved for your child. Absences cannot be made up for any reason.

## Preschool Sessions

Our preschool classes will operate as follows:

Monday, Tuesday, Thursday and Friday mornings from 8:00-11:15 4-5 year olds

Monday/Thursdays or Tuesday/Friday mornings from 8:00-11:15 3 year olds

Monday, Tuesday, Thursday and Friday afternoons from 12:00-3:15 4-5 year olds

Monday/Thursdays or Tuesday/Friday afternoons from 12:00-3:15 3 year olds

The choices of sessions are on a first come first choice basis.

The preschool schedule will follow the schedule of the Twin Cedars district for holiday and vacations. We will NOT have preschool if the Twin Cedars Schools have been closed for snowy or icy conditions. We will make up days missed because of bad weather when the Twin Cedars schools do. This does not guarantee that the make-up day will fall on the same day as the day missed (i.e.; school was closed for snow on a Monday, but the make-up day falls on a Thursday).

**In case of a two-hour late start or early dismissal due to weather or disaster, preschool will be canceled for the morning or afternoon session.** Listen/watch to KBOE- Oskaloosa, KNIA-Knoxville, WHO Des Moines, or KCCI Des Moines for school closings, delays, or early dismissals.

When Twin Cedars Schools dismiss early for staff development days, we WILL NOT have preschool unless otherwise noted in your weekly newsletter (morning sessions will still take place). On the days that school is dismissed early before holidays, preschool will also dismiss early.

## Noon Route Transportation

Twin Cedars offers transportation to and from preschool. It will be \$20 a month for 3 year olds (2 days a week to and from school) and \$30 a month for 4 year olds (4 days a week to and from school). The charge is only for children needing rides in the middle of the day. If your child rides one way to school at 8:00 a.m. or from school at 3:15 you will not have to pay.

## Preschool Drop Off and Pick up Procedures

### A.M. Preschool

- If you are dropping off your child please drive down to the north entrance with the long awning and drop your child off between 7:45-8:00 a.m. Lori will be in the gym with the other children who have already arrived. If you arrive after 8:00 a.m. please take your child to the South door and push the button (your child will be able to walk to the preschool room on their own and I keep the door open until 8:05 a.m. if it is after that please call the school 944-5245 and let them know you are running late so we will keep the door open for them).
- There are staff at the entrance that will let your child into the building and make sure they get into the gym with Lori safely, so there is no need to walk your child into the building.
- Lori or Mrs. Duinink will be waiting outside with your child in a line for pick up. Pickup times will be 11:10-11:15 at the South Elementary door entrance. Please don't push the button to enter the building or loiter in the hallway.

### P.M. Preschool

- Children will be dropped off at the South Elementary door with Mrs. Duinink or Lori from 11:55-12:05. **Please don't push the button to enter the building or loiter in the hallway.** If you arrive after 12:05 p.m. please take your child to the South door and push the button (your child will be able to walk to the preschool room on their own and I keep the door open until 12:10 p.m. if it is after that please call the school 944-5245 and let them know you are running late so we will keep the door open for them).
- Lori or Mrs. Duinink will be waiting outside with your child in a line for pick up (or your child may ride the bus home). Pickup will be under the long awning on the north side of the building. When all of the buses have left then Mrs. Duinink or Lori will walk your child out underneath the awning and you must wait in line and drive up to the awning to pick up your child. Pickup times will be 3:25-3:30. **Students are not allowed to leave or go to their parents until all of the buses have left as it gets too congested in the parking lot.**

Students who are picked up will not be allowed to leave with anyone other than the person/s who are authorized on the sign-out sheet. If this changes, we must have written confirmation from a parent or a phone call from the parent to let us know of the change this needs to be done (1 hour before school is dismissed).

Please be prompt in both dropping off and picking up your children. Students will not be allowed in the classroom until 8:00 a.m. or 12:00 p.m. if you are late please try to make it less than 5 minutes because we have another class to prepare for.

## **Parent-Teacher Conferences**

Please be sure to contact me whenever you have a question, concern, or want to discuss anything that we do in school. It is my desire to establish a good relationship with parents as well as the students. We will hold scheduled conferences in the spring and fall. However, if you want a conference at any time, call the school or email me at [sduinink@twincedarcsd.org](mailto:sduinink@twincedarcsd.org) and we will schedule one.

## **Sickness**

It is hard to determine just how sick “sick” really is especially with the common cold. You are the best judge of how sick your child really is, so please use your best judgment in deciding whether to send your child to school.

However, please keep your child home when they display any of the following:

- Temperature over 100 degrees F
- Vomiting
- diarrhea
- Severe coughing
- Difficulty breathing
- Contagious diseases such as: chicken pox, pink eye (until treatment has been started), impetigo, head lice (until treatment has been started), strep throat, etc.

**Remember, your child will not do well in school if they do not feel well. Your child must stay home until they are 24 hours symptom free (fever, diarrhea, vomiting)**

Please notify school if your child has Chicken Pox or any other communicable disease so we can inform other parents if their child has been exposed.

**Please call the school at 944-5245 if your child will not be attending school.**

## Clothing

We would like to emphasize very strongly the fact that your child should wear play clothes and play shoes to school. We will be running, cutting, gluing, and painting – all which can take a toll on a kid's clothes. Even though we are careful, accidents do happen. We also suggest always have 2 full changes of clothing at school all the time (underwear, shorts, pants, t-shirt, socks).

Please dress your child for the weather because when it is above 32 degrees Fahrenheit we will be going outside. **If your child wears boots to school in the winter, be sure they bring other shoes to change into in the classroom.** Please label any outerwear with your child's name, such as coat, hat, mittens, and boots. This is very helpful in identifying pieces that may become misplaced.

We will serve a light, nutritious snack at mid-morning and mid-afternoon. If you wish to have your child bring a snack for a special occasion (such as a birthday), please let the teacher know in advance.

## Recess Cold Weather Guidelines

We will go outside every day for recess if the weather is above 32 degrees (Windchill). If below 32 degrees we will have inside recess.

### **Between 10-40 degrees, children must wear:**

Winter coat

Closed shoes or boots

Stocking caps and gloves are recommended

### **Between 41-50 degrees, children must wear:**

Winter coat or heavy jacket over long sleeved clothing

Closed shoes or boots

Stocking caps and gloves are optional

### **Between 51-60 degrees, children must wear:**

Winter coat or heavy jacket or sweatshirt/hoodie

Closed shoes or boots

Stocking caps and gloves are optional

## Vacations

If you plan to take your child out of school for an extended period of time, please call us in advance to let us know when and for how long your child will be absent from class so that we may hold their spot.

## Communication

We will send home a weekly newsletter as well as a daily behavior summary chart. You may send notes to us at any time by placing them in their folder. If you have any questions or concerns you may also email me at [sduinink@twincedarsscd.org](mailto:sduinink@twincedarsscd.org).

## Preschool Rules and Discipline Procedures

Our preschool rules are: Be Kind, Be Safe, Be a Good Friend, Do your Best, Listen, and Take Care of Our School. At the end of the day your child and I will reflect about how well they followed the rules. When students have followed all of the preschool rules then they will have “Outstanding” highlighted on their sheet and a “Happy Stamp” on their hand. If your child has had to fill out a “Think Sheet” but then was able to turn their behavior around/follow the rules the rest of the day then they will have “Great Day” highlighted on their weekly behavior sheet and they will earn a smelly sticker. If your child has had to fill out several “Think Sheets” then they will not be able to earn a sticker and will have “I need to work on” and the skills they had trouble with highlighted on their weekly behavior sheet. To help the children remember the classroom rules I have put a poster in each center. We are also working with your child on how to solve problems on their own so there is a visual flip book of “I Can Solve Problems” in every center as well.

### **If your child does any of the following behaviors:**

- talking and interrupting others (after 3 reminders)
- running in the classroom (after 3 reminders)
- playing in seat/goofing around/not working (after 3 reminders)
- not staying in seat (after 3 reminders)
- not following directions (after 3 reminders)
- playing unsafe on the playground (after 3 reminders)
- distracting others (after 3 reminders)
- not worrying about themselves (after 3 reminders)
- not cleaning up when asked to (after 3 reminders)
- not using school supplies correctly (after 3 reminders)
- screaming (after 1+ reminder)
- yelling out (after 1+ reminders)
- being an unkind friend (after 1+ reminders) depending on situation

Then your child and I will sit down 1:1 and fill out a “Think Sheet” during this. We will discuss what they chose to do and next time what a better choice would be. I will then have them sign it and I would like you to sign it at home as well.

**If your child does any of the following behaviors then your child and I will immediately fill out a “Think Sheet”:**

- not keeping hands to self/hitting our hurting others
- throw things in the classroom
- use bad words (knowing what they are)

If your child displays any of the above behaviors they will immediately be sent to the “Think about it” (4 years old = 4 minutes, 3 years old = 3 minutes). Then your child and I will sit down 1:1 and fill out a “Think Sheet” during this. We will discuss what they chose to do and next time what a better choice would be. I will then have them sign it and I would like you to sign it at home as well.

“Think about it” is a cozy space with books, dolls, Stress balls, crayons/paper, sensory toys, sensory bottles and a sand timer. We also have posters that give the kids options on how to calm down, a book of our classroom rules, and a book on “I Can Solve Problems”. “Think about it” can also be used to calm an upset child or for a child who has made a bad choice.