

Section 1 Program

Creekside Preschool Mission and Philosophy

The mission of the preschool is to provide a secure place that nurtures development and builds an educational foundation in a Christian environment.

We Believe:

- Children are naturally curious.
- Children learn best through hands-on, multisensory experiences.
- Play is essential for a child's growth and development.
- Activities should be open-ended and focus on the whole child.
- A child's social, emotional, physical, spiritual, and intellectual growth is interconnected.
- Learning happens in the process of doing.
- Each child is unique and can set individualized learning goals.
- Children develop at individual rates.
- All children have a right to learn and should have access to meaningful educational experiences.

Goals for Children:

- Children will show competency 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 children be better prepared to learn to read and write.
- Families will advocate for their children.

All daily activities at Creekside Preschool are planned to meet needs in personal-social, motor, aesthetic, language, emotional and cognitive skill areas. We strive to help children develop a healthy self-concept, to respect others, and to increase motivation and the disposition to learn. With a loving and secure environment, children are free to explore and express themselves within designated guidelines. We have a daily schedule and routine that incorporates a wide variety of developmentally appropriate activities.

Lesson plans for each week are posted on the bulletin board showing how these activities are incorporated into the daily schedule.

Equal Educational Opportunity

It is the policy of Creekside Preschool not to discriminate on the basis of race, national origin, creed, age, marital status, or physical disability in its education programs, activities, or employment policies as required by Title VI or VIII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

Preschool Hours

Hours

Three year old morning class: 9:00 – 11:30 M/Th (class capacity 14: Teacher: student ratio – 1:7)
 Three year old morning class: 9:00 – 11:30 T/F (class capacity 14: Teacher: student ratio – 1:7)
 Four year old morning class: 8:45 – 11:45 M/T/TH/F (class capacity 20: Teacher: student ratio – 1:10)
 Four year old afternoon class: 12:30 – 3:30 M/T/TH/F (class capacity 20: Teacher: student ratio – 1:10)

Creekside Preschool is licensed by DHS for a capacity of 36 children.

Doors will open 10 minutes before classes start. Keypad entry code will be provided to parents.

Daily Schedule

4am		4pm
8:45 - 8:55	Check-in	12:30 – 12:40
8:55 – 9:10	Circle Time	12:40 – 12:55
9:10 – 9:40	Small Groups	12:55 – 1:25
9:40 – 10:05	Outdoor Learning	1:25 – 1:50
10:05 – 10:25	Snacks	1:50 – 2:10
10:25 – 10:35	Book	2:10 – 2:20
10:35 – 11:35	Centers/Free Play	2:20 – 3:20
11:35 - 11:45	Bible/Good-bye	3:20 – 3:30

3's	
Centers/Free Play	9:00 – 9:30
Circle Time	9:30 – 9:45
Small groups	9:45 – 10:00
Snacks	10:00 – 10:25
Centers/Free Play	10:25 – 10:45
Bible	10:45 – 10:55
Outdoor Learning	10:55 – 11:20
Book/Good-bye	11:20 – 11:30

School Newsletter and Bulletin Board

Once a month you will receive a newsletter and calendar. The calendar will list show and share days and special events. The newsletter will keep you informed of any special events or announcements. Please check our parent bulletin board for any other important announcements, changes, or other items of interest. This information is also available on our website: www.creeksidepreschool.net

Snacks

Snacks and milk are provided by the school.

Birthdays

Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. We will attempt to recognize each child's birthday as close to the actual date as possible, with summer birthdays being celebrated at the half year mark. Accordingly, students who wish to bring treats for the class on their birthday may do so. The only treats allowed are fresh fruit, Oreos, Original Krispy Kreme Donuts, Rice Krispy Treats, Fruit Snacks or non-food items, such as stickers or pencils. Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers with labels included so that we can see the ingredients and warnings. **We are a peanut-free environment.** Invitations to parties outside of school that do not include the entire class will not be distributed at school.

Show & Share/Star Student

Please refer to the monthly calendar to see when it is your child's turn to participate. They will be given an opportunity to interact with their classmates. Sorry, no live pets.

Assessments/Conferences

Conferences are in the fall for the 4's and in the spring for both the 3's and 4's. We assess your child in four different areas:

- Social-emotional development
- Physical development
- Cognitive development
- Language development

We use observation, anecdotal records, checklists and portfolio building to continually assess your child's development and learning needs and make adjustments to our teaching as needed. We will visit with you at any time about your child's progress, and use conference time to formally share this information with you.

The newsletter will notify you how to sign up and dates and time. There will be no school on conference days.

Field Trips

Field trips are used as an extension of the learning that is going on in the classroom. Each class will go on two field trips during the school year. Parents will be notified of the field trip date, mode of transportation and cost, if any. A signed permission form is required. Transportation will be by school bus or parent.

Class Pet

We have a class aquarium full of active, fun-to-watch fish and frogs. Children will have a chance to feed the fish on a daily basis.

Section 2**Policies and Procedures****Tuition/Fees**

Tuition is due the first week of each month. Please make checks payable to "Creekside Preschool". Full tuition is to be paid each month that a child is enrolled at Creekside Preschool. All absences, including vacation/leave of absence will not be pro-rated. The only exception is 2 consecutive weeks of illness, which will be pro-rated for the duration of the illness if verified by the doctor. A \$20 late fee will be assessed if tuition is received after the 15th of the month and your child will be dismissed if payment is not received by the end of the month. Should a problem arise concerning payment of tuition, please notify the director immediately.

The Creekside Preschool Board does offer a scholarship each year for families who qualify. The Preschool Director has scholarship forms available for those interested in applying.

Voluntary Statewide Preschool: This program is free to families as long as CP receives funding from the state. Creekside will not cover the costs of this program in the event of funding being withdrawn. Participants in VSP are charged a monthly \$50 building fee intended to cover costs not covered by VSP funding. Scholarships are available for this fee for families who meet income guidelines

Drop off and Pick Up

Parents or other parent-authorized persons are required to come into the building to drop off and pick up the children. Each child must have a pick-up permission slip on file. The preschool must be notified in person and/or writing if the child will be picked up by anyone other than those authorized. If it is a permanent change, please put it in writing. If your child is having difficulty separating from you, please leave as quickly as possible. We realize this is difficult to do, however, the child usually settles down very quickly once the parent has gone. Feel free to call the preschool to make sure the transition went smoothly.

Doors to the building are kept locked and can only be opened with an entry code. This code will be provided to families. Please use the doorbell to gain entrance to the building if you don't remember the code.

Late/Early Fee

There is a \$5.00 late charge per incident if you are more than 10 minutes late to pick up your child. This charge will increase by increments of \$5.00 per 10 minutes.

Cubbies

Each child will be assigned to a cubby. Please check your child's cubby each day for take-home items. We are not responsible for lost clothing or articles. However, we do maintain a "Lost and Found Box" and will make every effort to help locate that lost article.

Emergency Drills

Drills for fire and tornado are practiced monthly as required by the State of Iowa regulations. An emergency plan is posted in each room for evacuation.

Emergency Evacuation and Reporting Plan

Students will be taken to safe designated areas at first warning or alarm. Teachers will take portable emergency files and cell phones with them. Parents will be notified by phone. Teachers will remain with the children until an authorized person picks up all children.

School Closing

In case of bad weather, listen to WHO radio or TV. If the West Des Moines schools are closed, we are too. Creekside Preschool will not be listed as a school closing. If the West Des Moines schools are having late class starts or early dismissals due to inclement weather, our morning/afternoon classes will be canceled.

Outdoor Learning

As part of the curriculum children play outside unless it is raining or the temperature is below 20 degrees. Please dress your child accordingly. Boots, caps, mittens, and snow pants are important in the winter months. Please label all outside clothing, especially snow pants.

Sunscreen will be provided by CP. Please watch for notices at the front desk for days when application is required.

Footwear is extremely important. We move a lot here at preschool. We ask that you put your child in tennis shoes for school. Sandals, flip-flops, and open backed shoes are dangerous for running and uncomfortable in our pea-gravel covered playground. Flip-flops will not be allowed.

Toys, Personal Belongings

We ask that toys including action figures, play weapons etc. and money be left at home. If brought to school, the items must be left in the cubby. Comfort items are allowed, as needed.

Discipline Policy

Our goal is to provide support and guidance to help your child deal with conflicts and changes, accept responsibility for his/her actions, and aim for self-control and discipline. We handle behavior problems with environmental structure, redirection, problem solving, and encouragement. By carefully arranging the room and the schedule and giving the children opportunities for choices we can prevent problems. We realize some situations are based on the child's development. We will make you aware of any difficult situations and work cooperatively to solve them. Please let us know if there is something going on in your child's life that may affect his or her behavior.

For children with persistent, serious, challenging behavior, the teachers, families and other professionals will work together as a team to develop and implement an individualized plan that supports the child's inclusion and success.

HEALTH AND SAFETY**ABSENCES**

Students who are enrolled for classes in Creekside Preschool are expected to be in school for the full session and are expected to be punctual in their arrival and departure. Students are not expected to be absent any more than is necessary for health reasons or appointments. Irregular attendance interferes with the progress of your child and others as teachers find themselves taking class time to repeat information and make adjustments for those students who have been absent. Please call the school with the reason for an absence no later than 8:30 A.M. for the morning session and by 12:30 for the afternoon session.

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the previous 24 hours, he or she will not be admitted the following morning for the safety of the other children.

- fever greater than 100 degrees Fahrenheit
- vomiting
- diarrhea
- pink eye with drainage
- cough with congestion and excessive nasal discharge
- unexplained rash

The center's established policy for an ill child's return:

- fever free for 24 hours
- chicken pox: one week after onset (or when lesions are crusted)
- strep: 24 hours after initial medication
- vomiting/diarrhea: 24 hours after last episode
- conjunctivitis: 24 hours after initial medication or when without drainage

The children will have direct contact with staff upon arrival for detection of illness. Any child who exhibits any of the above symptoms will not be allowed to remain at the preschool or will be sent home if they become ill during the day.

Emergencies or injuries at Creekside Preschool

Parents will be contacted immediately in case of an accident or serious injury. The medical/dental consent form must be completed and signed by each family enrolled in the school and should be updated immediately if any changes occur. Our teachers are trained in First-Aid and CPR and are required to complete an incident report for any scrape, bump, or bite that may occur while your child is at preschool. A copy of this report will be placed in your child's cubby. We have immediate access to first aid kits at all times.

Medication Policy

Policy: The school will administer medication to children with written approval of the parent and an order from a health provider for a specific child. Because administration of medication in the school is a safety hazard, medication administration will be limited to situations where an agreement to give medicine outside preschool hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

Health Grams

Please notify us if your child has contracted a communicable disease. We will notify all families in the class with email health grams if the children have been exposed to any communicable disease. This health gram will not release the name of the infectious individual.

Hand washing

Staff and children are required to wash their hands with soap and running water

- Upon entry from outside into class
- Before and after eating
- Participating in any food service activity
- After coughing into hand or using a tissue
- After using the restroom
- Before and after use of water table

Health Forms and Immunization Cards

Forms and cards must be returned, dated and signed by both doctor and parents within the first two weeks of school. If this is not done, your child will be suspended immediately at the beginning of the third week until this is accomplished. This is state law #109.2 sections 2&3. The physical exams are valid for one year ONLY and must be renewed when expired. The following immunizations are required by law:

- 4 doses of combined diphtheria, tetanus, and pertussis vaccine
- 3 doses of oral polio vaccine
- 1 dose of Measles/Rubella vaccine after 12 months of age
- 1 dose of Hib vaccine on or after 15 months of age
- 1 dose of Varicella vaccine after 12 months of age or reliable history of Chicken Pox
- 1-4 doses of Pneumococcal vaccine depending on age when received

Health services information

CP has a binder detailing health and safety services available to children and their parents. These services include health screenings, insurance information, medical/mental health services etc. This binder is located in the parent area in the main classroom. Feel free to access this binder at any time. Direct any questions to the Director.

Section 3

Parent Involvement

Volunteers

Parents, friends, grandparents, and other adults are encouraged to take an active part in the educational process of the children. We have a volunteer job description that defines the role and responsibilities of a volunteer. For safety's sake, if a volunteer has direct responsibility for children, he/she will be expected to execute and submit an affidavit of clearance from any and all crimes against a child or families. In addition no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children. If a volunteer works more than 40 hours per month with children, he/she will also need to provide a current health assessment, not more than one year old.

Volunteers with direct responsibility must also complete the DHS Record check form for any criminal history or child abuse information and a FBI fingerprint check.

Special Speakers

Many of our project studies lend themselves to bringing in special speakers. If you have a special interest or occupation you would like to share with us, please let us know.

Open Door Policy

We encourage parent involvement in every aspect of our program. Please feel free to join us whenever possible. We strive to keep you informed of daily activities, special events and particular ways you can help meet the children's needs. Please feel free to call anyone of us at any time with questions or concerns. All parents have unlimited access to our program unless limited by court order.

A copy of our Supervision and Access policy is available upon request.

Grievance Policy

Open and honest communication between families and the preschool program is an essential component of a high quality early childhood program. We want you to be confident that your child is being well cared for and is having a quality experience. If there is ever a time you have a concern regarding your child, we want to encourage you to address your concern to your child's teacher.

If you have a concern regarding some aspect of the program or policy, please contact the Director. If you continue to feel that your concerns are not being addressed, you may contact the Chairman of the preschool board. Ask the Director for contact information.

As part of our program assessment, in the spring of each year, we also provide you with a family questionnaire to evaluate our program. This information helps us to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses.