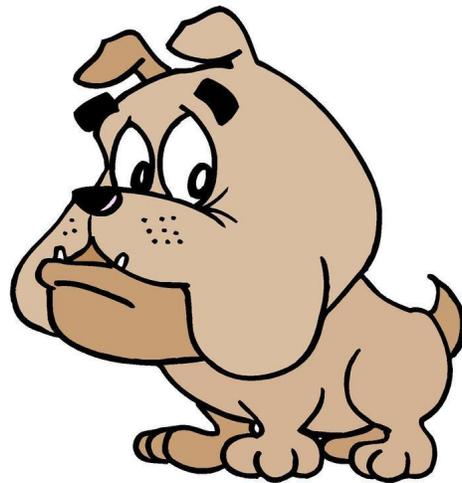


BOYER VALLEY  
LI'L PUPS PRESCHOOL

PARENT HANDBOOK



BOYER VALLEY ELEMENTARY SCHOOL  
212 S. S School Street, PO Box 402  
Dow City, Iowa 51528  
712-674-3248

2021-2022

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# PARENT HANDBOOK

## **Program Mission Statement**

The mission of Boyer Valley Preschool is to provide a warm and nurturing, safe and secure environment to promote the healthy growth and development of each and every child. We offer enriching and fulfilling experiences to build a strong foundation of readiness skills for positive self-image and future learning.

## **Philosophy and Goals**

The philosophy of the Boyer Valley District preschool program is to promote student development in learning the social and academic skills needed to prepare for Kindergarten entry. Developmentally-appropriate instruction is provided in an environment that values cultural diversity and nurtures a love of learning.

Our preschool program focuses on the whole child, emphasizing socialization and learning through play. Our curriculum incorporates a variety of learning activities designed to promote problem solving, creativity, self-expression, and social skills. Students participate in a variety of activities every day, including art, music, creative movement, dramatic play, math, science, and communication.

Our teachers combine this diverse curriculum with a nurturing environment and a healthy balance of playtime to encourage students' physical, emotional, social, cognitive, creative, and language development. Through encouragement, understanding and respect, they help provide a positive atmosphere for learning.

We believe that children learn best when parents and teachers work together and support each other, therefore, we encourage the active involvement of parents.

Boyer Valley Preschool is a program that recognizes and welcomes children at all developmental levels. You will find typically developing children and children with disabilities learning and playing together. Our teaching staff utilizes strategies and methods to accommodate children within a wide range of needs to include the classroom environment, activities, materials and instruction. Our classroom and specialists staff include professionals experienced in the areas of early childhood, inclusion, speech and language, occupational therapy and physical therapy. Through this inclusive setting, they are available to work and meet with each other on an ongoing basis. This allows for the coordination of services that ensure the consistency necessary to meeting every child's needs.

## **Teachers**

Experienced, certified, and credentialed staff represent our program. At least one staff member in each preschool classroom is certified in pediatric First Aid and pediatric CPR. We will strive to get all preschool staff members certified in both areas. Staff certification will be reviewed at the beginning of each school year and those staff members not current in their certifications will arrange for training with the school nurse. Our teaching and support staff interacts with children in a friendly, positive manner. All preschool staff are required to continue their education with additional participation in early childhood conferences, workshops and training sessions. Preschool staff will actively participate in the early childhood institute trainings offered by Green Hills AEA each year.

## **Developmentally Appropriate Instruction**

Play is the primary vehicle of learning for the young child. Play allows the child to experiment, explore and manipulate his/her environment, while developing imagination and creativity. Engaging in symbolic play allows a young child to express his or her thoughts and ideas, practice and rehearse new roles, and test out newly acquired knowledge and skill. Young children construct knowledge based on their real-life experiences; they learn by doing. Children increase their own knowledge of the world through repeated interactions with people and materials. Our classrooms are designed to encourage children's active exploration with adults, other children and materials.

A typical daily classroom routine includes a mix of direct instruction and opportunities for children to choose their own activities. Children will work individually, in small groups, and as part of a large group. The use of work sheets and drill instructional practices is avoided, with instruction being integrated across traditional subject areas in order to provide a meaningful framework for learning.

## **Curriculum**

The Boyer Valley Preschool curriculum framework is based on *The Creative Curriculum* and the Iowa Board of Education Early Learning Standards.

*Our curriculum objectives include teaching children to:*

### **Social- Emotional Development**

- develop self-control and comfort away from a parent.
- manage transitions and begin to adapt to changes in routine.
- engage in cooperative group play.
- share materials and experiences and take turns.

- develop relationships with other students and adults.
- show initiative and independence in actions.
- exhibit eagerness and curiosity as learners.
- develop problem-solving skills.
- develop listening skills and learn to follow basic instructions.

#### Physical Development

- develop large muscle skills through exercise, creative movement and balancing, running, and jumping.
- develop fine motor skills through use of scissors, crayons, puzzles, and beads.

#### Cognitive Development

##### Math Development

- sort and classify.
- recognize patterns.
- identify and name shapes and colors.
- recognize numbers, count objects and understand one-to-one correspondence.
- incorporate estimating and measuring activities into play.
- represent data using concrete objects, pictures and graphs.

##### Social Studies Development

- identify community workers and the services they provide.
- cooperate and work well with others.
- recognize similarities and differences in people.
- accept a variety of cultural practices and celebrations.
- recognize the reason for rules.
- begin to understand the use of trade to obtain goods and services.

##### Science Development

- appreciate science through hands-on activities.
- make observations and draw conclusions.
- investigate living things in the environment.
- use scientific tools such as thermometers, balance scales, and magnifying glasses for investigation.
- use common weather related vocabulary.
- understand basic safety practices.
- begin to be aware of technology and how it affects their lives.
- be aware of health & nutrition through healthy-eating and proper hand washing routines.

##### Artistic Development

- explore creativity and various art forms.
- expand their fine motor skills through use of scissors, crayons and glue.
- develop an appreciation for music, music and literature.

#### Language & Literacy Development

- recognize their own names.
- recognize letters.
- communicate their needs and thoughts in words, to develop their

spoken language, and to expand their vocabulary.  
develop letter-sound matches.  
listen with understanding and respond to directions and conversations.  
understand the purpose of print and become familiar with books.  
dictate stories and experiences.

### Assessments

- Preschool students will be assessed using Creative Curriculum GOLD assessments three times each school year. Assessments will take place in the fall, winter, and spring. Results of those assessments will be reviewed and discussed in our monthly preschool team meetings. Fall and winter GOLD results will be reviewed and discussed with parents during the fall and spring parent/teacher conferences. The spring results, along with growth progress, will be sent home to parents at the end of the school year.
- Results of preschool students' assessments will be stored in the students' cumulative folders in the locked filing cabinet in the office.
- Through GOLD family observations and recommended family/student activities can be utilized. Teacher can use GOLD to integrate family observations into their documentation to inform checkpoint ratings.

## **Routines & Procedures**

### **Family Involvement**

Families and schools represent the two main environments in which young children grow and develop. Because the family and the preschool program have a common interest in the child's well-being and because they share the tasks of care and education, it is important to establish and maintain positive relationships through communication, cooperation, and collaboration. Children are the ones who benefit most from healthy, reciprocal relationships between teachers and families.

### **Parent Volunteers**

Classroom volunteering enables parents to share and understand their child's preschool experience. Parents are able to assist teachers with activities and gain an appreciation of their child's day. Volunteering in the class can be an enriching experience for you, your child, and the entire class.

### **Cultural Celebrations**

Parents are encouraged to share their family's cultural celebrations in your child's classroom. There are many holidays celebrated within our country; our preschool classes discuss a few, such as, Halloween, Thanksgiving, and Valentine's Day. We invite families to share other holidays with the class by discussing your holiday, reading a book, or even doing a craft with the class.

### **Newsletters**

Special projects, topics, activities, and trips are announced in a monthly preschool newsletter. The newsletter serves to remind parents of special days, items that should be brought to class, schedule changes, and snacks. Please make an extra effort to read each month's newsletter.

### **Clothing & Personal Items**

Please provide a complete change of clothing (pants, shirt, underwear, socks), if your child is not potty-trained, diapers or training pants and wipes. This is important in case of spills, accidents and getting dirty during inside/outside play.

We do many art projects using paint, glue, glitter, and other materials. Please dress your child in clothes that can get messy. We provide smocks to cover your child's clothing; however, accidents do happen. Indoor and outdoor activities are also planned. Children should wear gym shoes or comfortable shoes.

Bags, boots, and all outdoor clothing items should be clearly labeled.

### **School Closings & Delays**

Preschool will be cancelled when there are severe weather conditions. Listen to the radio and TV for a listing of cancellations.

Boyer Valley Preschool follows the Boyer Valley Public School schedule for Holidays and vacations. When the Boyer Valley Public School closes due to inclement weather, Boyer Valley Preschool will also be closed. In the event a storm develops during the day and causes hazardous driving conditions, we will broadcast on the news as well as make phone calls to the parents. If in doubt, you are encouraged to call the school directly. Watch or listen to the following stations for all cancellations:

### **Absences**

If your child will be absent from school, we ask that you notify the school by calling 712-674-3248. An answering machine is available to receive late

evening or early morning phone calls.

## **Teacher-Child Orientation**

A teacher-child orientation (open house) will be held before the start of the school year, allowing students to get acquainted with their teachers and their classroom.

Details of the teacher-child orientation will be mailed home on the school calendar.

## **Parent-Teacher Conferences**

Parent-teacher conferences are held in the fall and spring during the school year. Further information will be available in your parent newsletter. Feel free to discuss any concerns or questions with the preschool teacher anytime throughout the year.

## **Policies & Procedures**

### **Fee Policy and Financial Agreements**

Lunch and milk fees may apply.

### **Enrollment Policy**

The following information and documentation are required by the first day of Preschool:

1) Enrollment forms including, but not limited to, the child and parent/guardian name, address, telephone number, medical emergency consent, medical/dental service providers, social security number, emergency contacts (if the parent/guardian cannot be reached), and a list of individuals authorized to pick up the child from preschool.

2) Physical Report (dated within 6 months of enrollment). This report is to be completed by you and your child's physician.

3) Lead Screening (required at age one and annually until age six) This may be part of the physical report or a separate screening through Public Health. A copy of the results must be provided to the preschool.

4) Dental Exam information done in the last year to be put on file.

5) Immunization Certificate indicating that the child is current on all

required immunizations or submitted with a physician's waiver for immunizations not up-to-date.

6) Health Insurance Information card or other documentation of current health insurance, including Hawk-I. (Please keep this information updated in our files, if insurance arrangements change during the year.)

### **Field Trip Policy**

The Program will incorporate scheduled trips during the school year. We will notify parents in advance as to the date, time, location and cost. Parents will have an opportunity to chaperone. Some of the trips will cost an additional fee that must be attached to the permission slips. A licensed school bus driver drives the Boyer Valley district school bus for the trips using transportation. The bus has seat belts for each child. While away on every field trip, teachers are required to bring along a cell phone, student emergency numbers, a first aid kit, and alternative transportation arrangements if necessary. If parents choose not to have their child participate special arrangements will need to be made.

### **Transportation Policy**

For routine transportation:

A parent/guardian or person listed on the child's student registration form will provide this transportation unless special arrangements are made for the child to ride the school bus.

All safety precautions must be taken in transporting the child to and from preschool. According to Iowa code, children need to be secured by a safety belt, safety seat, or harness.

For emergency transportation:

In case of a serious accident or illness, the child will be taken by ambulance to the hospital for treatment with parent(s)/guardian(s) being notified as quickly as possible.

### **Discipline Policy**

The Boyer Valley Preschool Program strives to maintain an environment in which children are taught about responsibility, safety, respect, care of property, and consideration of others. We are also aware that our children come to us at different stages of emotional development, and sometimes display unacceptable behavior that needs to be addressed by staff. We attempt to identify with the child what that unacceptable behavior is, and how his/her behavior may affect others. We then help the child see the possible consequences of this behavior and find more suitable alternatives. We arrange our classroom environment in such a way as to prevent negative behavior and conflict as much as possible. We accomplish this by setting limits, discussing rules, giving acceptance

and acknowledgement for pro-social behavior with smiles, nods, and verbal praise, and most of all allowing the children to understand one another's actions by encouraging them to "use their words" in expressing feelings. When a child is unable to control behavior, attempts are made to redirect a child to an alternate activity or be given some personal space so he/she can regain control and rejoin the group, when ready.

### **Nutrition Policy**

If your child attends the 2-day program they will have the option to receive a school lunch for a fee. The Boyer Valley School shall serve each child a full nutritionally balanced meal defined by the USDA Child and Adult Food Program (CACFP) guidelines.

Parents and guardians will be responsible for bringing the daily snacks. You will be provided with a snack calendar at the beginning of each month. We are required to follow the Child and Adult Care Food Program guidelines for snack serving sizes and food items.

Exceptions are allowed for allergy and medical conditions in accordance with the child's needs. Written instructions must be provided on the Statement of Health Form in order for special arrangements to be made.

Serving healthy snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits, and helping to prevent costly and potentially-disabling diseases, such as heart disease, cancer, diabetes, high blood pressure, and obesity. Snacks play a major and growing role in children's diets.

With that in mind I wanted to remind you that we require you to provide **healthy** and **store bought** snacks for our preschool. I am providing you with a list of snack ideas for you to **choose from**. (Please keep this list handy for reference when selecting a snack. Please remember that we are **not** allowing foods that contain peanut butter.

### **Fruits and Vegetables**

Most of the snacks served to children should be fruits and vegetables, since most children do not eat the recommended 5-13 servings of fruits and vegetables each day.

(Fresh or canned)

- |                                 |                   |
|---------------------------------|-------------------|
| *Apples                         | *Mandarin Oranges |
| *Apricots                       | *Oranges          |
| *Bananas                        | *Peaches          |
| *Blueberries                    | *Pears            |
| *Cantaloupe                     | *Pineapple        |
| *Grapes (red, green, or purple) | *Raspberries      |

\*Honeydew Melon  
\*Kiwis

\*Strawberries  
\*Watermelon

\*Applesauce (Unsweetened), Fruit Cups and Canned Fruit  
\*Dried Fruit-raisins, apricots, apples, cranberries, pineapple.

Vegetables can be served raw with dip or salad dressing (low-fat/fat free):

\*Broccoli  
\*Cauliflower  
\*Cucumber

\*Carrots Sticks or Baby Carrots  
\*Celery Sticks

### **Healthy Grains**

Whole grains provide more fiber, vitamins, and minerals than refined grains.

\*Dry Breakfast Cereal-(ex. Cheerios) Look for cereals with no more than 35% added sugars  
\*Crackers-Whole grain crackers (ex. triscuits and graham crackers)  
\*Rice Cakes  
\*Popcorn-Low-fat or fat free in a bag or microwave popcorn  
\*Baked Tortilla chips with Salsa  
\*Granola and Cereal Bars-Whole grain and low in fat and sugars  
\*Fat Free Pretzels

### **Low-Fat Dairy Foods**

Dairy foods are a great source of calcium, which can help build strong bones.

\*Yogurt/Drinkable Yogurt-Low in fat or fat free and moderate in sugars  
\*String Cheese-Serve with one other item such as fruit, vegetables, or crackers  
\*Pudding-Low-Fat or Fat Free (No Chocolate Flavors)  
  
\*Sugar Free Jell-O

### **Birthdays Treats**

When your child is celebrating their birthday we will make the exception and allow you to bring in a special treats such as cake, cookies, cupcakes and ice cream.

### **Community Resources**

- **Dunlap Food Pantry**, 714 Iowa Ave, Dunlap, IA 51529 (open Tuesdays 3:00 PM – 7:00 PM & Saturdays 10:00 AM – 2:00 PM)
- **Nurtured Heart Approach** – Parenting management training,

educator training, and philosophy for creating healthy relationships with the people in your life. Contact Tracy Kelley at BV elementary (712-674-3248)

- **Heartland Family Service** – Child & Family Well-Being, Counseling & Prevention, and Housing, Safety & Financial Stability.  
[info@HeartlandFamilyService.org](mailto:info@HeartlandFamilyService.org) or call 402-552-7400
- **Green Hills AEA Early Access** – If you suspect your child (0-3 yrs) might have a learning or developmental delay contact the early access consultants at GHAEA – Angie Hance (712-366-0503 ext. 3250) OR Jennnifer Seuntjens (712-366-0503 ext. 3104)
- **Food & Medical Assistance** –
  - Harrison & Monona Counties: Human Services 204 E. 6<sup>th</sup> Street, Logan, IA 51546 (712-644-2460)
  - Crawford & Shelby Counties: Human Services, 1527 4<sup>th</sup> Street, Denison, IA 51442 (712-263-5668)

### **Preschool Staff**

Mike Weber, principal – [weberm@boyer-valley.k12.ia.us](mailto:weberm@boyer-valley.k12.ia.us)

Kathy Fillmore, 3-year-old teacher – [fillmorek@boyer-valley.k12.ia.us](mailto:fillmorek@boyer-valley.k12.ia.us)

Anyssa Castillo, 4-year-old teacher – [acastillo@boyer-valley.k12.ia.us](mailto:acastillo@boyer-valley.k12.ia.us)

Hollie Nelson – elementary secretary – [nelsonh@boyer-valley.k12.ia.us](mailto:nelsonh@boyer-valley.k12.ia.us)

To Call the Elementary Office: 712-674-3248

### **Communication**

Regular Communication is very important to our preschool program. Parent input is very valuable in order to gain the full spectrum of our preschool students. We encourage you to sign up for ClassDojo so we can communicate on a daily basis.