

Center Point-Urbana Community Schools Pointer Pup Preschool

Parent Handbook
2020-2021

It is the policy of the Center Point-Urbana Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Mr. Jon Hasleiet, [202 West Main St, Urbana, Iowa, 319-849-1102, jhasleiet@cpuschools.org](mailto:jhasleiet@cpuschools.org). The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance and equal opportunity.

Inquiries concerning the application of Title VI, Title IX or Section 504, Affirmative Action, and the American with Disabilities Act may be referred to:

Matt Berninghaus, Superintendent
Center Point-Urbana School District
145 Iowa St.
PO Box 296
Center Point, IA 52213
(319)-849-1102
Or
Regional Director
Office for Civil Rights, Chicago Office
U.S. Department of Education
111 North Canal Street, Suite 1053
Chicago, IL 60606-7204

Program Description

The *Pointer Pup Preschool* offers 3 and 4-year old preschool. The preschool program serves a diverse population in an age-appropriate program taught by certified teachers.

Mission Statement

Pointer Pup Preschool is coordinated through Center Point-Urbana Community Schools and provides a caring and safe environment in which all children are able to develop socially, emotionally and academically. Children learn and practice the social skills necessary for future success in school. Our preschool also encourages children to become aware of and identify positive character traits such as patience, caring, respect, self-confidence, and problem-solving.

Philosophy

The *Pointer Pup Preschool* will provide a high-quality preschool program with opportunities for your child to develop readiness skills for kindergarten through appropriate activities and experiences.

Opportunities

At Pointer Pup Preschool, students are offered a variety of age-appropriate activities that stimulate the Sensory, Social and Academic development of children. Our programs meet or exceed Iowa Early Learning Standards.

- A sense of self
- Responsibility for self and others
- Personal behavior
- Gross motor skills
- Fine motor skills
- Problem-solving skills
- Logical thinking
- Responsive and symbolic thinking
- Listening and speaking
- Reading and writing

Curriculum and Assessment Practices

The preschool program supports the following areas of development:

- **Creative Curriculum and Read It Again (RIA)** are research-based and field-tested. They are designed to develop language and early literacy skills in the context of rich content—building a foundation in mathematics, science, and social studies and social-emotional skills.
- All teachers are trained and also use **GOLD** to assess the 3 and 4-year-old students in 9 different developmental domains. Those developmental domains are social-emotional, physical, language, cognitive, literacy, math, science and technology, and social studies.
- **STEM Science Kits:** Students use an inquiry and approach to learning about the world around them. The Science Kits included in the preschool curriculum are: Gizmos & Gadgets, Mini Meteorologists, Science Sprouts and Insect Investigators.
- **Social Thinking Language** and lessons using the Social Thinking Approach are taught, which aids in identifying emotions and thoughts about themselves and others. The Social Thinking Approach and language are then carried forward in the K-2 settings.

Contact Information

Center Point-Urbana Community Schools
Pointer Pup Preschool
101 Palo Road
PO Box 296
Center Point, IA 52213
Fax: 319-849-3811

Ann Wooldridge

Primary Elementary Principal
319-849-1102

Schedules

4-year olds-4 Day Program

- **Monday-Thursday 8:30 a.m. -11:20 a.m.** (slots reserved for those children who attend daycare centers with 2 or more at the site and/or with children who attend the three-year-old program)
- **Monday-Thursday 12:30 p.m.-3:20 p.m.**
- **Tuition-free**
- Begins 1 week after the K-12 students begin.
- Locations: Center Point Primary and Urbana Intermediate

3-year olds-2 day program

- Monday/Wednesday or
- Tuesday/Thursday
- 8:30 a.m.-11:20 a.m.
- Locations: Center Point Primary and Urbana Intermediate
- Begins 1 week after the K-12 students begin
- \$95/mo. *Payment is due on the first of each month.

Preschool Drop Off/Pick Up-Center Point

The procedures for dropping off and picking up pre-school students are listed below. Always have safety for your child and other students at the forefront of your mind when dropping off and picking up your child. ***All preschoolers must be dropped off and picked up by a responsible adult.*** Please talk to your child's teacher if you have questions about the procedures below.

Before School:

1. **All Parents or persons dropping off a preschool student must escort them into the preschool pod area each day.**
2. Students may enter the building at 8:00 or 12:20. Students may enter at the main entrance or the preschool entrance. If the student is entering the main entrance, the adult must bring their driver's license and sign in at the office before going past the office.
3. Parents may park in the north or east parking lots.
4. Parking is not allowed on the curb. The curb is reserved for K-2 drop off.

After School:

Please be patient.

1. Students will be escorted to the front of the building by a staff member.
2. Please enter the U-shaped parking lot on the east side(front) of the building. Keep to the right and pull up as far as possible.
3. Please stay in your vehicle and wait in line.
4. Your child **MUST** enter your vehicle on the passenger side of the vehicle.
5. If you will be meeting your child inside the building, you must find a parking space in one of the two lots. Parking is not allowed on the curb. The curb is reserved for curbside pick up.
5. Please stay inside your car unless you need to assist your child in the vehicle.
6. Once you have picked up your child, pull to the left and slowly leave the parking lot.

We appreciate your cooperation and patience during drop off/pick-up times. Although the process is not perfect, we do our best to make sure every child is picked up safely.

Admission

- Children must be 3 or 4 years of age by September 15 of the current year in order to register.
- Parents must complete all enrollment forms.
- As of July 1st, 2013, children who are 5 are considered of school compulsory age and they are subject to the same attendance requirements as students who attend school in K-12.
- ***Children must be potty trained before school begins for the 3-year-old program.***
- At the time of enrollment, each child will receive a packet of information to be completed prior to starting. CPU requires these forms for children enrolled in Pointer Pup Preschool.
- It is vital that the school office is informed of any change of address information including work phone numbers and emergency contacts.

How to apply

Complete the registration forms and return all materials to the Primary Elementary Office, 101 Palo Road, Center Point, IA 52213.

Our four-year-old program is tuition-free. If you think you may qualify for the Head Start Program or other tuition assistance, please contact the HACAP Family Resource Center at 447-5816. They have an application process you must complete for Head Start funding. You can also contact the primary elementary office and we will give you tuition assistance resources.

The required enrollment forms for preschool include:

- Student Registration Form
- Child Development History
- Birth Certificate
- Last Physical (not required but highly recommended)
- Immunization Record -must be up to date or he/she will not be able to attend according to state law
- Tuition payments: 3-YEAR-OLDS: \$95 dollars on the 1st of the month September-May beginning with September 1. 4-YEAR-OLDS: Tuition-Free

Health and Safety

There is no higher priority to our district than providing a safe and healthy environment for all students, staff, and substitutes. Due to the COVID-19 pandemic, we will be taking precautionary measures to ensure the cleanliness of all locations. We request that anyone displaying symptoms of the disease to please refrain from substituting. If you have any concerns, or questions about current precautions, please contact the district office.

1. Parents must provide written authorization for administering medication. Each prescription drug must be in its original prescription container with a physician or pharmacist's directions. Please contact the school nurse for forms on administering medication.
2. Please follow our drop off/pick up procedures. Each child shall have direct contact with a

teacher or assistant upon arrival to assure that an adult is in contact with the child continuously. This also provides for the early detection of apparent illness or other conditions that may adversely affect your child or other children.

3. Keep your child home until fever-free at least 24 hours (100.4 degrees or higher). Please see the Health Services page on our school website for too sick for school explanation.
4. A quiet area under supervision will be provided for a child who appears to be ill or injured. The parents will be notified to pick up the child if their temperature is over 100.4 degrees or higher or if there has been an incident of vomiting or diarrhea.
5. We strive to prevent the spread of illness. Other factors such as appearance and ability to participate in planned programming will also be considered when determining a child's capacity to remain at preschool.
6. Fire and tornado drills are practiced 2 times each year. Staff is trained on an annual basis for procedures regarding strangers in the building, blizzards, environmental hazards, etc. (Our Evacuation Plan is posted in each classroom.)
7. The school nurse is available daily.
8. Food allergies and sensitivities require a doctor's diagnosis in order for the wishes to be followed.
9. Screenings are done annually for hearing and vision during the child's school day. Vision screenings require written permission and a form will be sent home. Hearing screenings are completed by Grant Wood AEA and do not require written permission. If you do not wish your child to have a hearing screening it is the parent's responsibility to notify the school.
10. Please see the Health Services page of the school website for further health information.

Attendance

Please notify the **teacher** and the **office** if your child will not be attending for the day. Pointer Pup Preschool believes that attendance is an essential life-long habit. Our goal is to have 95% attendance for the entire year. This policy is established to allow the school and home to work together to create good habits of attendance.

Fees

1. The two days per week **three-year-old program** costs \$95 per month payable in 9 equal payments due on the 1st of the month Sept-May. If your child is attending as a Head Start or Special Education sponsored student, those programs funds pay the tuition. Please make checks payable to CPU, mark your check "tuition" and send in your child's folder. You can also pay ONLINE at www.cpuschools.org and sign in to your PowerSchool account.
2. **Transportation Fees:** Three-year-old transportation fee is \$117/year or \$13/month. Four-year-old transportation fee is \$225/year or \$25 month. Your family may qualify for your fees to be waived based on free/reduced lunch status.
3. If your child rides only to preschool or just from preschool or only on certain days, you are still required to pay the full transportation fee.
4. **Billing notices are not mailed; you are responsible for making payments on your own. If payments are not made on the 1st of the month, then your family will receive a late notice for tuition and/or transportation fees.**

Food

1. All food served through CPU follows the Child Nutrition label state guidelines.
2. Snacks must meet the 2010-11 Healthy Kids Act

Clothing

1. Please dress your child in play clothes that are washable and comfortable for indoors and outdoors. *Please no flip-flops or loose sandals.*
2. We will go outside every day unless the temperature or wind chill is less than 5 degrees. Your child needs to bring the appropriate outer clothing such as coats, boots, mittens, hats, snow pants labeled with their name. *Your child will not participate in outdoor play if not dressed appropriately.* If you do not have these clothing items for your child, contact the elementary office and we will try to help you get these items.
3. When in the sun, children should wear protective clothing, applied skin protection, or both. The parents will take responsibility for applying skin protection that will be either sunscreen with sunblock with UVB and UVA protection of SPF 15 or higher that is applied to exposed skin. The preschool will apply skin protection *only with written parent permission to do so.* The preschool will apply insect repellent only upon the recommendation from public health authorities and written parent permission to do so.
4. Please remember to return borrowed clothing to the school nurse so that we may use it again for other children.

Daily Program and Schedule

Schedules are posted for your child's daily routine in their classroom and in the binder. Changes will be allowed for various field trips and other organized activities as well as promoting flexibility for extra learning experiences.

Home Visits: 4's Only

At the beginning of the year, your teacher will schedule a home visit with you and your child. Our program believes that home visits help our teachers provide family supports that recognize and respect the special role that parents play in shaping the life of your child. Together, you and the teacher will establish goals for your child.

Classroom Pets or Visiting Animals

Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the Principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities. Refer to Pointer Pup Preschool Policy and Procedure Manual.

VISITORS

The Board welcomes the active interest of parents and citizens in their public schools and invites the community to visit at any time. However, since school is a place of work and learning, certain limits must be set to visits. All visitors must check in the office with their driver's license and wear a sticker identifying them as a "visitor."

Field Trips

We plan different field trips throughout the year for four-year-olds. Parents will be notified in advance of each field trip. Volunteer help is always welcome and greatly appreciated. The majority of our field trip expenses are included in your registration. During field trips, staff will maintain ratio + 1 additional adult.

Mandatory Reporting

Pointer Pup Preschool staff are mandatory reporters of child abuse. Centers must provide this information to all staff at orientation and within 30 days of employment.

Iowa Code Section 232.69 requires any director or employee of a licensed child care center to report to the Department within 24 hours when, in the course of working with a child, you have reason to believe that the child has suffered sexual abuse, physical abuse, or neglect. The first oral report must be following within 48 hours with a written report to the Department. The person who has witnessed the abuse or the effects of the abuse should make the reports.

Staff may report suspected child abuse by calling the county Department of Human Services office or calling the 24-hour, toll-free, Child Abuse Hotline number: 1-800-362-2178

Shuttle Transportation

Shuttle transportation is provided by the district if you qualify. The district provides transportation to our local daycare providers and families who currently have two or more preschoolers at one site.

Approximate times for Preschool Shuttle:

1. At 11:20, the shuttle will pick up students from the primary building. The shuttle will make stops in Center Point and Urbana before arriving at the Intermediate building.
2. The shuttle will load in Urbana at the Intermediate building at approximately 12:05 and arrive in Center Point at 12:25.
3. In case of an emergency, the bus driver will contact the Facilities and Transportation Secretary regarding the emergency. The secretary makes necessary emergency phone calls to the school nurse, 911, or Principal.

A district employee will ride the noon shuttle with the students. The students will be seated in the front seats of the bus and will learn "The Bus Expectations" during the first week of school. The Bus Expectations will include the 4 PBIS bus expectations that are taught to and followed by all

riders.

Expectations for Bus Behavior-Preschool

1 st Offense	Warning – Parent Contact
2 nd Offense	Warning – Parent Contact
3 rd Offense	1 Day off the Bus
4 th Offense	3 Days off the Bus
5 th Offense	5 Days off the Bus/Meeting

The bus driver has many responsibilities while driving the bus. The main responsibility is getting a large number of students to and from school safely. The bus driver is also responsible for the discipline of the bus. It is very difficult to watch the children with your back to them and concentrate on the road at the same time. The bus driver will make decisions when to report incidents to the principal; therefore students need to report to the bus driver first. Incidents reported to the principal/teacher will be followed up through the bus driver.

Preschool Calendar Schedule

The Pointer Pup Preschool Schedule will follow the district calendar for professional development and early dismissals and late starts.

Discipline Policy

Our discipline policy is designed to be consistent and emphasize the redirection of undesirable activity. The teaching staff provides children with an explanation of rules and reinforcement of good behavior.

Confidentiality

Center Point-Urbana has the following guidelines concerning confidentiality:

1. All information concerning an individual child and his/her activities at the attendance center are confidential.
2. Written records of individual children are kept in the office and can only be obtained by the staff, parent or state officials.
3. Written records will be destroyed seven years after a child stops attending the center.

Negotiating Differences

Program Staff encourages families to raise concerns and work collaboratively with them to find mutually satisfying solutions that staff then incorporate into classroom practice. We ask parents to meet with the teacher when a concern arises. If you feel your difference has not been resolved, you may then contact the primary building principal.

Weather Cancellation

Should conditions exist that require CPU to open late or close early, the decision will be made by

the Superintendent of the School District as soon as possible. This information will be posted on local radio and TV stations. ***A 2-hour late start would cancel morning preschool. If the district is dismissing school early due to weather, afternoon preschool will cancel.***