

Center Point-Urbana Community Schools Pointer Pup Preschool

Parent Handbook 2012-2013

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 at their own pace. 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. Our Pre-K teachers have been trained with new curriculum in their classrooms. Creative Curriculum and Opening the World of Learning (OWLS) are research-based and field-tested, and are designed to develop language and early literacy skills in the context of rich content—building a foundation in mathematics, science, and social studies. All teachers are trained and also use GOLD to assess the 3 and 4 year old students in 9 different developmental domains.

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

Creative Curriculum and Opening a World of Learning (OWL) curriculum for preschool form a foundation for the program. The preschool program supports the following areas of development:

- Social and emotional
- Physical
- Cognitive
- Language

Contact Information

Center Point-Urbana Community Schools
Pointer Pup Preschool
101 Palo Road
PO Box 296
Center Point, IA 52213
Fax: 319-849-1134

Ann Wooldridge

Primary Elementary Principal
319-849-1102

Schedules

4 Year Olds-4 Day Program

- **Monday-Thursday 8:30 a.m. -11:20a.m.** (slots reserved for those children attending PPC or with children that attend the three-year-old program)
- **Monday-Friday 12:30 p.m.-3:20 p.m.**
- *Tuition-free*
- Begins Monday, August 27th
- Locations in Primary Elementary (Center Point) & Intermediate Elementary (Urbana)
- Pointer Pup Care (daycare) available from 6:00 a.m.-6:00 p.m. for a fee.
**The development of the four-year-old extended day program is based on the needs of children who are at various developmental levels and will include activities such as snack/lunch, choice centers and creative play.

3 year olds-2 day program

- Monday/Wednesday or
- Tuesday/Thursday
- 8:30 a.m.-11:20 a.m.
- Locations in Center Point & Urbana
- Begins Monday, August 27th or Tuesday, August 28th
- \$80/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 in the forefront of your mind when dropping off and picking up your child. 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 pre-school student must escort them into the pre-school 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 pick up a lanyard 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:

1. Please be patient.
1. Students will be escorted to the front of the building by an adult.
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 of 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 into the vehicle.
6. Once you have picked up your child, pull to the left and slowly leave the parking lot.

PICK UP AND DROP OFF-URBANA

Before School:

1. All Parents or persons dropping off a pre-school student must escort them into the preschool room each day.

2. Students may enter the building at 8:00 or 12:20. Students may enter at the preschool entrance, which is located on the southwest corner of the building. The classroom is inside to the right. Please don't enter through the main entrance of the building.

3. Parents may park in the southwest parking lot. **PLEASE BE AWARE OF A PRIVATE DRIVE JUST WEST OF THE PARKING LOT. THAT DRIVE CAN NOT BE BLOCKED FOR ANY REASON.**

4. Parking is not allowed in front of the building. That area is reserved for bus loading and unloading.

After School:

1. Please be patient.
2. Students will be escorted to the area outside the door by an adult.
3. At that time you are free to pick up your child.
4. Parking is not allowed in front of the building. That area is reserved for bus loading and unloading.
- 5 Please stay inside your car unless you need to assist your child into the vehicle.
6. Once you have picked up your child, slowly leave the parking lot. **PLEASE BE AWARE OF A PRIVATE DRIVE JUST WEST OF THE PARKING LOT. THAT DRIVE CAN NOT BE BLOCKED FOR ANY REASON.**

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.
- ***Child must be potty trained before school begins for the 3 year old and the 4 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 our office be informed of any change of address information including work phone numbers and emergency contacts.

How to apply

Complete the forms included and return all materials to the 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, please contact the HACAP Family Resource Center at 447-5816. They have an application process you must complete for Head Start.

The required enrollment forms include:

- Student Registration Form
- Last Physical (within 12 months of the first day of school)
- Immunization Record (signed by doctor)
- Snack milk: 30 cents
- Tuition payments: 3YEAR OLDS: \$80 dollars on the 1st of the month September-May beginning with September 1st 4 YEAR OLDS: Tuition Free
- Dental Form
- Child Development History
- Birth Certificate

Health and Safety

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 degrees or higher). Please see your *To Send or Not To Send* letter.
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 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 monthly. 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.

Attendance

Please notify the teacher 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 day per week, **three-year old program** costs \$80 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 mark your check “tuition” and mail to: Pointer Pup Pre-school, % Center Point-Urbana School, PO Box 296, Center Point, IA 52213. Pay ONLINE at www.cpuschools.org and click on School Dining Tab.
2. **Transportation Fees:** Three-year-old transportation fee is \$90/year or \$10/month. Four-year-old transportation fee is \$180/year or \$20 month. Some students are not required to pay a transportation fee. For example, if the only time your preschooler rides the bus is in the morning or afternoon on a designated route bus, your child does not pay a fee. Another example might be, if you requested an Urbana location and the site is full, your child may ride the mid-day shuttle to Center Point and home without a transportation fee. Also, your family may qualify for your fees to be waived based on free/reduced lunch status.
3. **Billing notices are not mailed; you are responsible for making payments on your own. If payments are not made at 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 will need to 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-flop or loose sandals.*
2. We will go outside everyday, unless the temperature or wind chill is below zero. 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 this 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 sun block 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 and wear a badge 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 and is not required. We are providing transportation to help our local daycare providers and families that currently have three or more preschoolers at one site and may need transportation from Center Point to Urbana.

Approximate times for Preschool Shuttle:

1. At 11:20, the shuttle will pick up students from the elementary. 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 12:05 and arrive in Center Point at 12:25.
3. Students riding the bus to the intermediate building that will load at the elementary at 3:15 and arrive back in Urbana at approximately 3:35.
4. In case of emergency, the bus driver will contact the Facilities and Transportation Secretary regarding the emergency. The secretary makes necessary emergency phone calls to school nurse, 911, or Principal.

During the first week of preschool a preschool paraprofessional will ride the noon shuttle with the students. The students will be seated in the front seats of the bus and will learn “Bus Basics” the first week of school. Bus Basics will include demonstrating the proper behavior expectations for riding a bus.

Expectations for Bus Behavior

Most students have been doing a great job following the rules on the bus. There have been some reports of students not following the rules. Although all the rules are necessary for the well-being of all children, I believe the most important rules are to sit properly in the seat and keep your voice down. Students out of their seats are much more likely to be injured if there is an accident. Students being loud can cause a distraction to the bus driver.

At school, we try our best to keep students from bullying or harassing each other. We will not allow students to use foul language or be disrespectful to anyone. Harassment and bullying are serious offenses. At school and on the bus, these types of offenses will result in consequences that continue to build in severity. As a general rule, the following procedures will take place on a confirmed bus incident reported by the bus driver to the principal:

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. As you can imagine, 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.

Discipline Policy

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

Confidentiality

Center Point-Urbana has the following 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 encourage families to raise concerns and work collaboratively with them to find mutually satisfying solutions that staff then incorporates 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.*

