



Camanche Community School District's Preschool Program

Preschool Program's Addendum to Elementary Handbook 2023-2024

Welcome from the Camanche Community School District Preschool Program

Dear Families,

We are so excited to have your children in our school family at CES. Our professional learning community puts students first. We provide support for the whole child. We use a multi-tiered support system approach. This means that we look for ways to support each individual child's needs.

You are very important partners to us and we realize that you were your child's first teacher. We foster two way communication and a partnership where your child's needs are at the center of everyone's decision making.

This two- way communication is a key to your child's success. We will visit your home, invite you to the school to share in a variety of activities. We gather a lot of information to make the educational journey specialized for each student with input from you. We send home a variety of opportunities for input throughout the year. We also reach out to our families using Dojo. Dojo is a platform that allows parents and CES staff to get messages back and forth immediately and allows videos and pictures to be sent instantaneously.

We have an amazing teaching staff that deliver play based instruction and monitor your child's academic gains and differentiates instruction to meet each child's educational needs. Each classroom has at least one additional associate that meets the State of Iowa standards for Highly Qualified Paraprofessionals.

This handbook has been created to accompany CES's handbook. The preschool addendum shares items that are unique to the preschool program. Please reach out to us for anything. We realize the more we communicate and share the better OUR students' educational experience becomes.

Sincerely,

Principal Dohse

Assessment:

The program utilizes different assessment practices. Procedures are put in place to keep all students' records confidential. We are currently using Teaching Strategies GOLD, At-home assessment surveys, Parent program surveys, and Teacher created Common Formative Assessments (CFAs). We use the data that we have collected to plan our program needs.

Teaching Strategies GOLD is an observation-based assessment that is used throughout the daily activities of the students. Observations are taken through anecdotal notes, photos, videos, check-lists, and physical products. There are 38 objectives that teachers continually assess and document. Progress is provided to parents at least 3 times a year (Nov., Feb., & May).

The program uses GOLD At-home assessments to help us see how the students are able to perform at home as well as gather information on student interest and needs. We give the parents the assessments different times throughout the year. The GOLD At-home assessments are sent out in Sept., Jan., & April.

The program has also developed five common formative assessments that are given to the students individually two times during each gold checkpoint. These assessments include Letter ID, Letter Sound Production, Number ID, One-to-one correspondence, and shape ID. Data taken from these assessments are documented in Teaching Strategies GOLD and are discussed at our CTT meetings and a plan is developed on how to support our students.

Attendance Policy:

A four-year-old child enrolled in the Statewide Voluntary Preschool Program (SWVPP) is of compulsory attendance age unless the child's parent submits written notice to the district of the intent to remove the child from the program ([Iowa Code 299.1A](#)). This allows districts to remove children not regularly attending from the program's enrollment roster. It is also intended to offer districts language to promote and communicate an expectation of consistent attendance in the preschool program. (This information comes directly from the Iowa Department of education's website)

Cleaning, Sanitizing, and Disinfecting Frequency:

The following tables are the cleaning and sanitizing procedures for our preschool program.

Cleaning, Sanitizing, and Disinfecting Frequency Table

Area	When	Who	Comments
Food preparation surfaces	Before and After Each Use	Food Service	Use a sanitizer safe for food contact.
Eating utensils	Disposable	N/A	Eating utensils will be disposed of after each use.
Refrigerator	Monthly	Food Service	Clean
Tables & Countertops	Before and After each use & at end of the day.	Classroom Staff	Clean (soap and water) and then sanitize.
Changing Tables	After each use	Classroom Staff	Clean (soap and water) and then disinfect
Diaper Pails	End of Day	Classroom Staff	Clean (soap and water) and then Disinfect
Plastic Mouthed Toys	After each use & end of day	Classroom Staff	Clean (soap and water) and then sanitize
Play Activity Centers	Weekly	Classroom Staff	Clean (soap and water) and then sanitize
Phone Receivers	End of Day	Classroom Staff	Clean (soap and water)

Doors and cabinet handles	End of Day	Classroom Staff & Custodians	Clean (soap and water) and then disinfect
Handwashing sinks & faucets	End of Day	Custodians	Clean and then disinfect
Drinking Fountains	End of Day	Custodians	Clean and then disinfect
Toilets	End of Day	Custodians	Clean and then disinfect
Floors	End of Day	Custodians	Clean (damp mop with cleaner/disinfectant)
Carpets & Large area rugs	End of Day & every 3 months	Custodians	<u>Daily</u> - Vacuum when children not present with a HEPA filtered Vacuum (per NAEYC standard 5) <u>Every 3 months</u> - Wash carpets at least every three months or when soiled.
Small Rugs	End of Day & Weekly	Custodians	<u>Daily</u> - Vacuum with a HEPA filtered vacuum (per NAEYC standard 5) or shake outdoors <u>Weekly</u> - Launder
Hats, gloves, scarves (school owned)	End of Day	Custodians	Launder after each use.
Machine Washable cloth toys	Weekly	Custodians	Launder
Dress-up clothes	Weekly	Custodians	Launder

DIAPERING/TOILETING POLICY:

All diapering for children participating in Camanche Elementary Preschool programs will be carried out in a sanitary, safe manner to prevent the spread of germs and diseases that can occur during the diaper changing process.

The procedure for diapering will be posted at every location where diapering is to take place.

PROCEDURE:

1. Diapers will be changed ONLY on the designated diaper changing area. Wet pull-ups and underwear may be changed in the bathroom when appropriate.
2. The changing table/diapering area will be cleaned and disinfected with a Steramine Solution between uses for different children.
3. Food, bottles and toys WILL NOT be placed on the diaper changing table. ****NEVER LEAVE A CHILD UNATTENDED ON THE CHANGING TABLE****

Steps to diaper changing (Employees Follow)

1. Wash hands
2. Bring supplies to the diaper changing area. Diapers, clean clothes (as needed), wipes, plastic bags for soiled clothes, non-latex disposable gloves, individual child's diaper cream (if directed by parents) removed from the container onto disposable tissue. Disposable non-latex gloves need to be worn by staff during diapering. Bring the child to a changing area (protecting yourself and other surfaces from urine or stool). Always keep a hand on the child while s/he is on the table. Take care to prevent the child's feet from being soiled (remove socks/shoes if needed). If clothing is soiled, place it in a sealed plastic bag to be sent home.
3. Diapering process: Put disposable changing table cover on changing surface. Place the child on the diaper changing surface. Put on gloves. Remove pants/tights etc. Unfasten soiled diaper, leave it under child. Lift child's legs as needed to use disposable wipes. Wipe diaper area (genitalia and buttocks) from front to back removing urine and stool, using a new clean wipe as needed. Use care not to get stool or urine on the wipe container. Place soiled wipes in the soiled diaper. Remove soiled diapers taking care not to contaminate any surface with urine or stool. Fold soiled surface of diaper inward.

Dispose of diaper as follows:

1. Disposable diaper: Dispose of in Diaper trash can (covered, foot activated, plastic lined can).
2. Cloth diapers: Place in a plastic bag sealed and labeled with the child's name. Send it home with the child.
3. Cloth diapers from a diaper service: Place in a covered, plastic-lined, foot activated container. Keep diaper pail covered and out of the reach of children. Remove gloves and throw away in diaper trash can Place clean diaper under child's bottom Apply diaper cream from prepared tissue (if directed by parents) Fasten diaper Discard disposable changing table cover in Diaper trash can Wash child's hands and return child to supervised area
4. Clean and sanitize diaper changing surface. Wet entire surface with Steramine solution (1 Steramine tablet to 1 gallon water - make this solution daily as it is ineffective after 24 hours; (See sanitizing solution recipes under cleaning guidelines) Wipe with paper towel and dispose in Diapering trash can Store sanitizing solution securely
5. Wash hands according to the posted hand washing procedure.
6. Document on the toileting, sleeping, and feeding chart the time of the diaper change, whether the diaper was wet (WT), bowel movement (BM), and/or any abnormal elimination pattern.

Toileting-Steps to Change a Pull-up or Diaper standing up

1. Consider whether to change the child lying down or standing up. Is the diaper soiled or wet? What would be the safest for the child or the staff? If the child will be changed lying down, then follow the above diapering procedures.
2. Wash hands
3. Gather Supplies Diapers, clean clothes (as needed), wipes, plastic bag for soiled clothes, non latex disposable gloves, individual child's diaper cream (if directed by parents) removed from container onto disposable tissue Disposable non-latex gloves need to be worn by staff during the process. Bring the child to the bathroom (protecting yourself and other surfaces from urine or stool).
4. Diapering process: Have the child stand on diaper changing paper. Put on gloves. To avoid contamination of clean shoes, socks, and clothing, remove and set aside. Remove soiled clothing and place in a plastic bag to send home. If a pull-up was used, remove by pulling the sides apart and discard, in a lined hands-free covered trash can. If underwear was used, remove it from the child doing the best to avoid contamination of surfaces and place it with clothes in the bag. Wipe diaper area (genitalia and buttocks) from front to back using a new clean wipe as needed. Place soiled wipes into the hands-free covered trash can. As needed, use a wipe to remove soil from your or the child's hands. Remove

gloves and throw them away in a hands-free covered trash can. Assist child, as needed in putting on clean underwear/pull-up and in getting dressed. Discard disposable diapering paper in diaper trash can. Wash child's hands and return child to supervised area.

5. Clean and sanitize diaper changing surface
 - a. Wet entire surface with Steramine solution (1 Steramine tablet to 1 gallon water - make this solution daily as it is ineffective after 24 hours; (See sanitizing solution recipes under cleaning guidelines)
 - b. Wipe with a paper towel and dispose in diapering trash can. Store sanitizing solution securely
6. Wash hands according to the posted hand washing procedure.
7. Document on the toileting, sleeping, and feeding chart the time of the diaper change, whether the diaper was wet (WT), bowel movement (BM), and/or any abnormal elimination pattern.

Drop off and Pick up of Children:

- All students that are dropped off at school will enter through the back door by our gymnasium. The teaching staff will meet you at the top of the ramp near sign "E" and walk the students into the building.
- If your child will be late to school, please enter the building through door "A".

Family Input:

- The Parent Program survey is sent out after each GOLD checkpoint in Nov., Feb., and May.
- By the end of the year, we will invite parents to join us to share what went well this school year and possible improvements we could make.

Fees/Supplies:

Statewide Voluntary Preschool Programs (SWVPP) are funded by the Iowa Department of Education and are provided at no charge to families. This includes supplies.

Health:

Immunization Policy:

Per the Iowa Department of Human Services, a Certificate of Immunization must be given to the licensed child care center or school the child will attend. To be valid, the Certificate of Immunization must include the name and birth date of the child, the dates required vaccines were received, and must be signed by a physician (MD or DO), physician's assistant, nurse, or certified medical assistant.

Medical & Religious Wavers:

A medical exemption may be granted if a health care provider believes immunization(s) would be harmful to the child or a member of the child's household. To be valid, the Certificate of Immunization Exemption must be completed and signed by a physician (MD or DO), physician's assistant or nurse practitioner. The Certificate of Immunization Exemption must be submitted to the licensed child care center or school the child attends. A religious exemption may be granted if immunizations conflict with a religious belief and is not based on scientific, medical or personal opinion. To be valid, the Certificate of Immunization Exemption must be complete with the name and birth date of the child and signed by the individual or the child's parent or guardian, and must be notarized. The Certificate of Immunization Exemption must be submitted to the licensed child care center or school the child attends.

Under Immunized:

A child who has begun, but not completed, the required immunizations for their age may receive a Provisional Certificate of Immunization so they may attend licensed child care or school while they finish their required vaccinations. To be eligible for provisional enrollment, the child must receive at least one dose of each of the required vaccines for their age. The next dose of required vaccine should be given as soon as possible, but no longer than 60 days from the previous dose(s). If at the end of 60 days, the child has not received the next required dose(s) of vaccine, the child cannot attend licensed childcare or school. The Provisional Certificate of Immunization must be submitted to the licensed child care center or school the child attends while completing the required immunizations. After the child has received all the required immunizations, a Certificate of Immunization must be submitted to the licensed child care center or school. Students transferring from one U.S. school to another are eligible for provisional enrollment for 60 days to allow their immunization records to be transferred from the previous school.

Physical Examination:

A Physical Exam Per the Iowa Department of Human Services is required for each child five years of age and younger not enrolled in kindergarten. CES shall require an admission physical examination report, submitted within 30 days from the date of admission, signed by a licensed medical doctor, doctor of osteopathy, physician's assistant or advanced registered nurse practitioner. The date of the physical examination shall be no more than 12 months prior to the first day of attendance at CES. The written report shall include past health history, status of present health including allergies, medications, and acute or chronic conditions, and recommendations for continued care when necessary.

Prescription medications:

Prescription medications can be given during school hours. These medications must be brought to the Nurse's office by an adult in the original pharmacy bottle or packaging. These medications must include a written order from the prescribing physician and will be given only as prescribed. Any change in dosage will require an updated physician's order. A parental authorization and release form must be completed before any prescription medications will be given. Physician orders and the parental authorization forms are required to be renewed annually. All medications will be kept in the nurse's office and medications will be administered by a Medication Certified staff member. At the end of each school year any remaining medications will need to be picked from the Nurse's office by an adult. Any medications not picked up by the determined date will be discarded.

Special Health Care Needs or Food Allergies or Special Nutrition Needs:

For each child with special health care needs or food allergies or special nutrition needs, the child's health provider gives the program an individualized care plan that is prepared in consultation with family members and specialists involved in the child's care. The program protects children with food allergies from contact with the problem food. The program asks families of a child with food allergies to give consent for posting information about that child's food allergy and, if consent is given, then posts that information in the food preparation area and in the areas of the facility the child uses so it is a visual reminder to all those who interact with the child during the program day.

Home Visits:

Home visits are done the week before preschool starts. If you registered after the last day of school you will receive a call during the first day back for all kindergarten through 4th grade students to arrange this visit. If you have missed this call please call CES so we can assist you.

During this visit your child's teacher will learn about your child and their interests and a partnership between home and school will begin. This is a very informal visit. We can meet at your home, park, or another location that you desire.

At this visit we will share a welcome packet. We will talk about a day in the life of your child at preschool. We welcome questions and want to support your family in any way that we can. We will also begin your discussion as to how your child will be transported from school.

Transportation:

ALL children that live in Camanche or have childcare in Camanche can be bussed to school if the parent chooses this option. Please call the bus barn and speak with the Bus Director between August the 1st and August the 15th, if you have any questions about bussing.

In your spring registration packet, if your child is riding the bus, you selected that your child would be bussed one way or both ways. If this has changed please communicate this as well to the bus director. **All bussing questions need to be directed to the director at (563)259-3014 ext 84 and then press 5.**

Illness Policy: (Please see CES handbook online)

Ratio of Staff to Children:

There must be at least one teacher present in a classroom during the instructional time. A minimum of one staff member and one teacher shall be present when 11 to 20 children are present. There shall be no more than 20 children per classroom ([Iowa Code 16.3\(2-3\)](#)).

Schedule Information:

In addition to the CES Handbook the following schedule and procedures are unique to the preschool program:

Hours of Service:

- AM Program: 8:00-11:00 a.m. M,T, TH,F (***NO Preschool on Wednesdays***)
- PM Program: 12:00-3:00 p.m. M,T, TH,F (***NO Preschool on Wednesdays***)

Daily Schedule:

Camanche Preschool Master Schedule (A) 2023-2024

<u>Arrival</u> 8:00 - 8:15 12:00 - 12:15		<u>Large Group</u> 8:15 - 8:35 12:15 - 12:35		<u>Centers</u> 8:35 - 9:35 12:35 - 1:35		<u>Snack</u> 9:35 - 9:55 1:35 - 1:55		<u>Large Group</u> 9:55 - 10:15 1:55 - 2:15		<u>Small Group</u> 10:15 - 10:30 2:15 - 2:30		<u>Outside</u> 10:30 - 11:00 2:30 - 3:00	
Min	Action	Min	Action	Min	Action	Min	Action	Min	Action	Min	Action	Min	Action
8	Bathroom	5	Welcome Songs Calendar Jobs Weather	20	SDI Working with IEP Students	5	Bathroom	10	Math OR Literacy (opposite of first large group) (See Schedule below)	15	Group work: Developmentally appropriate activities	30	Large Motor activities
5	Name Writing	5	Second Step	20	Data Collection Working with all students	15	Snack	2	Movement Activity				
2	Look At books or Table Toys	10	Math OR Literacy (See Schedule below)	10	Intervention Working with students who need extra support			8	Read Aloud				
				10	Playing with students								
15		20		60		20		20		15		30	

*Schedule subject to change based on needs of classroom students.

*Math and ELA will be on a rotating schedule.

Enhanced Alphabet Knowledge (literacy)

Cycles: Each cycle goes through all 26 letter pairs.

1st cycle - Initial Letters in Names

2nd cycle - Alphabetical Order

3rd cycle - Letter Name/Letter Sound Relationship

4th cycle - Frequency in Print

5th cycle - Phoneme Acquisition

6th cycle - Distinctive Visual Features

Eureka Math (Math)

Module 1: Counting to 5

Module 2: Shapes

Module 3: Counting to 10

Module 5: Addition and Subtraction stories and Counting to 20

Module 4: Comparison of Length, Weight, Capacity, and Numbers to 5

Camanche Preschool Master Schedule (B) 2023-2024

<u>Arrival</u> 8:00 - 8:15 12:00 - 12:15		<u>Large Group</u> 8:15 - 8:35 12:15 - 12:35		<u>Centers</u> 8:30 - 9:35 12:30 - 1:35		<u>Snack</u> 9:35 - 9:55 1:35 - 1:55		<u>Large Group</u> 9:55 - 10:05 1:55 - 2:05		<u>Outside</u> 10:05 - 10:35 2:05 - 2:35		<u>Small Group</u> 10:35 - 11:00 2:35 - 3:00	
Min	Action	Min	Action	Min	Action	Min	Action	Min	Action	Min	Action	Min	Action
8	Bathroom	5	Welcome Songs Calendar Jobs Weather	20	SDI Working with IEP Students	5	Bathroom	10	Math OR Literacy (opposite of first large group) (See Schedule below)	30	Large Motor activities	8	Read Aloud
5	Name Writing	5	Second Step	20	Data Collection Working with all students	15	Snack					15	Group work: Developmentally appropriate activities
2	Look At books or Table Toys	10	Math OR Literacy (See Schedule below)	10	Intervention Working with students who need extra support							2	Movement Activity
				10	Playing with students								
15		20		60		20		10		30		25	

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5th cycle - Phoneme Acquisition

6th cycle - Distinctive Visual Features

Eureka Math (Math)

Module 1: Counting to 5

Module 2: Shapes

Module 3: Counting to 10

Module 5: Addition and Subtraction stories and Counting to 20

Module 4: Comparison of Length, Weight, Capacity, and Numbers to 5

Snacks

We provide a daily snack. We will send home a monthly snack menu that follows the CACFP snack guidelines.

Yearly Calendar:

The Half Day Preschool program follows the CCSD calendar with a few differences:

- Preschool students do not attend the first week of k-12 school, during this week, home visits are scheduled.
- Preschool students start one week after the k-12 students.
- Preschool students do not attend school on Wednesdays.
- A Graduation/Spring program will be scheduled in the Spring.

Inclement Weather:

With inclement weather, we may have school delays and/or cancellations. Please see the information below to see how the preschool day may be impacted during a weather event.

AM Preschool

- **Late start:** No AM preschool

PM Preschool

- **Late Start:** Preschool will still be held in the afternoon
- **1 hour early dismissal:** Class still held and dismissed 1 hour early (announcement made as soon as possible and teachers will message you on DOJO)
- **2 hour Early Dismissal no preschool PM classes**

***If CES has a cancellation for the day CES Preschool is also canceled for the day.**

Our Superintendent, Mr. Parker, uses JMC messenger to let families know of any changes to our daily schedule in the case of a weather event.

NONDISCRIMINATION NOTICE

It is the policy of the Camanche 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 the district's Equity Coordinator, Kristi Montgomery, Camanche Middle School, 1400 9th Street, Camanche, Iowa 52730, Telephone: (563) 259-3014, Email: kmontgomery@camanchebsd.org. Or, Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60661-7204, Telephone: (312)730-1560, Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov.