

**SIGOURNEY COMMUNITY SCHOOL DISTRICT**  
**Bright Beginnings Preschool**  
**300 West Kelly Street**  
**Sigourney, Iowa 52591**  
**(641) 622-2566**  
[www.sigourneyschools.com](http://www.sigourneyschools.com)

**2010-2011 PRESCHOOL HANDBOOK**

QPPS - Iowa Quality Preschool Program Standard

IELS - Iowa Early Learning Standards

**WELCOME**

The Sigourney Community School District (Bright Beginnings) program's goal is to provide a high quality prechool program meeting each child's needs, including children with disabilities and those from a diverse background. The preschool provides a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to new skill development. It is a setting where children feel safe, respected, and cared for. This is an opportunity for all preschool students to take part in planned, active learning experiences to build their readiness skills. The preschool program has adopted and will meet the Iowa Quality Preschool Program Standards, administered by the Iowa Department of education. The Iowa Early Learning Standards are used to guide expectations for the children and instructional practices.

**MISSION/PHILOSOPY STATEMENT**

The Sigourney Preschool, in partnership with parents and community members, will create and maintain a safe and positive learning environment. We will incorporate high standards, research-based strategies, and technological skills to help students become responsible, respectful, and productive citizens who reach high academic goals. (QPPS 10.1)

**GOALS (QPPS 10.1)**

**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.

**ENROLLMENT**

**EQUAL EDUCATIONAL OPPORTUNITY**

The board will not discriminate in its educational activities on the basis of: race, color, national origin, religion, sex, disability, or marital status. 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. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex,

marital status, national origin, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment. Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, sex or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education. (Sigourney Community School District Board Policy Code No. 102)

## **ADMITTANCE**

For a child to attend the Sigourney Preschool, he/she must meet the following criteria:

- Be at least three (3) years old by September 15 of the current school year.
- Be toilet trained.
- Have a physical examination and all the necessary immunizations needed at his/her age. Proof of this information, signed and dated is needed and kept on file the entire time your child is in attendance at the Preschool. Physicals need to be as of June 1, 2010 or later. (QPPS 5.1)
- Have the complete set of consent forms filled out, signed and dated, by a parent/guardian prior to his/her first day of preschool.

The forms to be completed are:

- Copy of immunization records (QPPS 5.1)
- Registration form completed to include emergency information (QPPS 5.1)
- a copy of the student's insurance coverage (QPPS 5.1)
- Authorization – If someone other than the assigned parent is to pick up your child, that person needs to be on the Pick-up Authorization form. Proof of identity can and will be requested. A child will not be released unless the identity of the person is verified. Parents determine a password that whoever picks up their child needs to know. This password would be on the Pick-up Authorization form.

## **SESSIONS:**

Four year olds may attend Mondays, Wednesdays and Fridays from 8:15 a.m.-3:15 p.m. Three year olds may attend sessions on Tuesdays and Thursdays from 8:15 a.m. – 11:30 a.m. The Preschool will follow the Sigourney Community School District school calendar.

## **FEES**

There will be a \$35 registration fee for all children during the 2010-2011 school year.

## **SUPPLIES**

The following are the suggested student supplies. The school does have other resources for any children in need.

Supplies for the 3 year old session are: 1 sturdy pocket folder, 1 box of Kleenex (200

Count), 1 box of 8 standard-sized crayons, 6 glue sticks (purple is preferred), full size back pack (no wheels), 1 container Clorox Disinfecting wipes, and complete change of weather appropriate clothing (including underwear) placed in a gallon size Ziploc baggie.

Supplies for the 4 year old session are: 1 pocket folder, Complete change of clothes (including underwear), 2 containers of Clorox wipes, 1 box of 16 count crayons, 6 Elmer glue sticks, 3 Pencils (please do not label these) and full size Backpack. OPTIONAL: 1 bottle Germ-X (Hand Sanitizer), 1 package white computer paper, 1 box of Kleenex, 1 box of washable markers, 1 package of construction paper or dry erase markers.

## **ENVIRONMENT**

The maximum class size is 20 children per classroom [Iowa Administrative Code 16.3(3)] . A minimum of one teacher shall be present with eligible children during the instructional time [Iowa Administrative Code 16.3(1)]. A minimum of one staff member and one teacher shall be present when 11

to 20 children are present [Iowa Administrative Code 16.3(2)]. There is a minimum of 35 square feet of usable space per child in each of the primary indoor activity areas. (QPPS 3.1-3.3, 9.9)

## **INCLUSION**

The preschool program serves all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff is aware of the identified needs of individual children and is trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children and their families. The preschool facilities meet the Americans with Disabilities Act accessibility requirements. (QPPS 9.10)

## **HEALTH**

### **MEDICAL and DENTAL REQUIREMENTS IMMUNIZATIONS (QPPS 5.1)**

The Iowa State Department of Health and the Iowa State Department of Education require that the following immunization requirements are met before enrolling in a licensed preschool or day care.

- Three (3) doses of diphtheria, tetanus and pertussis vaccine.
- Three (3) doses of trivalent oral polio vaccine
- Three (3) doses of Haemophilus Influenza type B (HIB)
- Two (2) doses of measles/rubella
- Two (2) doses of Varicella
- Lead testing completed

### **ILLNESSES**

Please send only a well child. Use caution and your best judgment when deciding whether or not to keep your child at home. A start of a cold, for instance, is at the most contagious stage. If you notice some of the following symptoms in your child, **please keep them home for 24 hours:** fever over 100 degrees, acute cold (coughing, sneezing, runny nose), sore throat, ear ache, red or discharging eyes, nausea, vomiting in the previous eight (8) hours, diarrhea, skin rashes and signs of listlessness, weakness, drowsiness, flushed skin, chills or headache. Prevent the exposure of the whole class by a day of caution at home. In cases of strep throat or ringworm or pinkeye, the child may return to Preschool 24 hours after the antibiotic/treatment has been started. In cases of impetigo, the child may return when the doctor permits. In cases of chicken pox, the student may return seven (7) days after the onset of pox or when all scabs are dried. (QPPS 2.3, 5.3, 10.6)

If your child should become ill while at the Center, a staff member will notify you to come and pick him/her up as soon as possible.

Unless there is a special medical need, medication will not be administered at school.

### **HAND WASHING PRACTICES (QPPS 5.8, 10.6; IELS 7.1.2)**

Frequent hand washing is key to prevent the spread of infectious diseases. Teachers teach children how to wash their hands effectively. Children and adults wash their hands:

- upon arrival for the day;
- after using the toilet
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching of mucus, blood or vomit)
- before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry)
- after playing in water that is shared by two or more people;
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals.

Adults also wash their hands

- before and after feeding a child;

- before and after administering medication;
- after assisting a child with toileting; and
- after handling garbage or cleaning.

Proper hand-washing procedures are followed by adults and children and include

- using liquid soap and running water;
- rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

### **FIRST AID KIT**

A first aid kit is located in the preschool classrooms. It is inaccessible to children, but readily available for adult use. It is fully equipped according to guidance from Healthy Child Care Iowa. Following each use of the first aid kit, the contents will be inspected and missing or used items replaced immediately. The first aid kit will be inspected monthly. The first aid kit is taken to the outdoor play areas as well as on field trips and outings away from the site. (QPPS 9.13)

### **FIRE SAFETY**

A fire extinguisher is installed in the preschool classroom with a tag indicating its annual service date. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted once a trimester and recorded on a log. (QPPS 9.14, IELS 7.1.3)

### **TOBACCO POLICY**

Federal law prohibits tobacco use by anyone on public school grounds. (QPPS 9.19, 10.6)

## **PRESCHOOL DAY**

### **TRANSPORTATION**

Four years may use the bus transportation. Transportation for the three year olds will be provided by the Preschool student's family and/or designees. Financial assistance may be applied for through Empowerment. Forms will be available at the Preschool or at the Elementary Office.

### **ARRIVAL and DEPARTURE**

The parent/caregiver will be expected to enter the building in order to bring the child and picking up their child. The pick-up Authorization form will be followed. For the three year old morning sessions and the four year old sessions, the children are encouraged to arrive between 8:05 and 8:15 a.m. The three year old departure is expected between 11:15 – 11:25 a.m. with the four year old afternoon departure expected between 3:00-3:10 p.m.

### **CURRICULUM and DAILY ACTIVITIES**

Teachers will be using the Creative Curriculum, a research and evidence based comprehensive curriculum, to develop lesson plans that create an environment where all children's development is supported through daily planning and learning experiences. Weekly notes will be sent home to families in children's backpacks or electronically, if families desire (QPPS 1.1, 2.2, 3.13, 9.1; IELS 8.1, 8.2, 8.3, 9.1, 9.4)

Creative Curriculum is centered based on fine motor skills, large motor skills, discovery, creativity and social skills. The Preschool Early Learning Standards created by the Iowa Departments of Education and Human Services in 2006 will be followed. The standards are:

- Physical Well-Being and Motor Development (Healthy and Safe Living, Play and Senses, Large Motor Development, Fine Motor Development) (QPPS 2.8, 2.14; IELS 7.3.1, 7.3.2)
- Approaches to Learning (Curiosity and Initiative, Engagement and Persistence, Problem Solving) (QPPS 1.1)
- Social and Emotional Development (Self, Self-Regulation, Relationships with Caregivers, Peer Interactions, Sense of Community) (QPPS 1.4., 1.5, 1.6)
- Communication, Language and Literacy (Language Understanding and use, Early Literacy, Early Writing) (QPPS 2.13, 2.15, 2.16, 2.17, 2.18, 2.19, 2.20, 2.21, 2.22; IELS 10.1, 10.2, 10.3; IELS 7.4.1, 7.4.2)
- Mathematics and Science (Comparison and Number, Patterns, Shapes and Spatial Relationships, Scientific Reasoning, Scientific Problem Solving, Measurement) (QPPS 2.23, 2.24, 2.25, 2.26, 2.27, 2.28; IELS 11.1, 11.2, 11.3, 11.4, 11.5, 11.6)
- Creative Arts (Art, Music, Rhythm and Movement, Dramatic Play) (QPPS 2.11)

Macbooks are available for the students' use and expansion of academic skills. (QPPS 2.29, 2.30, 2.31)

## **SCHEDULE**

Sessions will include free choice play, calendar time, large group time, small group centers, and rest time (QPPS 2.7, 2.10, 2.12, 3.14). Lunch and snacks will be every two - three (2-3) hours. (QPPS 5.21)

## **CLOTHING**

Please dress your child in comfortable play clothes. Please dress your child according to the weather. Your child's first and last name or initials should be placed on all outdoor clothing and other belongings to help ensure the return of all proper possessions. We do ask that you do not send your child in cowboy boots since they scuff and scratch the floors of the Preschool.

## **DISCIPLINE**

To coincide with the Sigourney Elementary's Positive Behavior Support Systems, the Preschool staff will use positive reinforcement of acceptable behavior and redirection of undesirable behaviors. Procedures and acceptable behavior will be stressed through out the school year. (QPPS 1.11, 3.5, 3.6)

## **FIELD TRIPS**

At various times during the year the students will go on short field trips around the immediate Sigourney area. Occasionally they will walk a few blocks around Sigourney. So that we have your permission to take your child on these short trips, we are asking you to sign the Field Trip Permission form. If we go on a field trip of greater distance we will ask you in advance for your permission.

## **ABSENCES**

If your child must miss a session, please contact the Preschool before his/her scheduled session begins. You may contact the Preschool at 641.622.2566 or email Miss Schay at [schay.moore@sigourneyschools.com](mailto:schay.moore@sigourneyschools.com) or Miss Mindy at [mindy.arvidson@sigourneyschools.com](mailto:mindy.arvidson@sigourneyschools.com) to let the staff know of an absence.

## **CANCELLATIONS**

The Sigourney Preschool will be included in the Sigourney Community Schools announcements in case of bad weather. These announcements will be made on [www.sigourneyschools.com](http://www.sigourneyschools.com), radio stations KCII 106.1 FM and KBOE 740 AM and television stations KCRG Channel 9 and KGAN Channel 2. If there is a two (2) hour delay on Tuesdays and Thursdays, 3 year old Preschool will be cancelled. You may sign up to be notified by email on the enrollment form.

## **STUDENT ASSESSMENTS**

Assessments provide information about children's needs, interests and abilities in order to plan developmentally appropriate experiences for children and guide instruction. These observations may include informal observations, trimester reports, the Brigance, and Teaching Strategies GOLD. Brigance will be used to check Kindergarten readiness, and a way for the Kindergarten teachers to get to know the children. Teaching Strategies GOLD™ is an ongoing observational assessment tool based on how children develop and learn. GOLD™ is an assessment system that helps teachers be intentional in their teaching by accurately pinpointing where children are in their development and learning.

If the observations and assessments lead to concerns about a child's growth, the teacher will discuss these concerns with the child's parents. From these conversations, if necessary, the GPAEA will become involved to either further assess the child or to assist the staff in accommodations and modifications. (QPPS 1.5, 1.9, 1.10, 3.16, 4.1-4.14, 7.4)

### **PROGRAM ASSESSMENT**

Bright Beginnings will be implementing the Iowa Quality Preschool Program Standards (QPPS). We will receive a verification visit during the 2011-2012 school year to confirm we are meeting these standards. Administrators, families, staff and other routinely participating adults will be involved annually in a program evaluation that measures progress toward the program's goals and objectives. The annual evaluation process includes gathering evidence on all areas of program functioning, including policies and procedures, program quality, children's progress and learning, family involvement and satisfaction, and community awareness and satisfaction. A report of the annual evaluation findings is shared with families, staff, and appropriate advisory and governance boards. The program uses this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

### **SUPERVISION**

The staff will supervise primarily by sight. Supervision for short intervals by sound is permissible as long as staff check every two to three minutes on children who are out-of-sight (e.g. toileting, etc.) (QPPS 3.9, 10.6)

### **NUTRITION**

All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines. Clean, sanitary drinking water is available to children throughout the day.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program an individualized care plan prepared in consultation with family members and specialist involved in the child's care. Children with food allergies shall be protected from contact with the problem food. Information about the child's allergies is kept in the food preparation area and in areas of the facility the child uses for all adults who interact with the child during the day. Program staff will keep a daily record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provide parents with that information. (QPPS 2.34, 5.12-5.21, 10.6; IELS 7.1)

### **WEAPONS or LOOK ALIKES**

No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any real weapon or a look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other buildings or premises used for school functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item that resembles or appears to be a weapon. A zero tolerance policy on dangerous weapons (real or toy) is in effect; i.e. gun, squirt guns, water riles or pistols, slingshots, toy guns, toy grenades and other similar items, knives, etc. Violation may result in a student suspension/expulsion. (QPPS 10.6)

## **FAMILIES**

### **PARENT TEACHER CONFERENCES**

Parent Teacher Conferences will be held October 26 and 28, 2010 and March 2 and 3, 2011 during the 2010-2011 school year. If at any time, you have any questions about your child's progress, please do not hesitate to ask. (QPPS 7.1, 7.2)

### **HOME VISIT**

As per the Statewide Voluntary Preschool Program, the staff will visit each child's home once during the 2010-2011 school year. (QPPS 2.8, 3.12, 7.1, 7.2)

### **FAMILY NIGHT**

There will be one family night scheduled during the 2010-2011 school year. At this activity, literacy and math readiness skills will be emphasized with activities suggested for the family and their home environments. (QPPs 7.1, 7.2)

### **PRESCHOOL ADVISORY COMMITTEE**

Bright Beginnings has a preschool advisory committee composed of parents, schools taff, and other community members intersted in the preschool program. This group meets to provide feedback on services that meet children and the family needs. They also serve as a sounding board for new ideas and services. Please let the preschool teacher know if you are interested in being part of the Preschool Advisory Committee (QPPS 7.2, 7.6)

## **STAFF**

### **STAFF**

The Elementary (PK-6) Principal is designated as the program administrator supervising the preschool program (QPPS 10.3 and February 2010's School Leader Update page 7). Full-time teachers are licensed by the Iowa Board of Educational Examiners and have an early childhood endorsement (QPPS 6.3). The associates will carry out the activities under the supervision of the teacher(s), and will have specialized training in early childhood education (QPPS 6.4). The preschool will have the assistance of the school nurse. The current nurse is a certified RN and employed part time. She maintains student health records and attends to the health needs of the students while they are at school. The school nurse is available for parent consultation when necessary (QPPS 10.10). The Great Prairie Area Education Agency (GPAEA) staff provides resources and assistance to the teacher and classroom upon request to help all children be successful in the preschool setting. Such staff may include: early childhood consultant, speech and language pathologist, social worker, occupational therapist, physical therapist and others (QPPS 7.8, 8.3, 10.1).

### **PROFESSIONAL DEVELOPMENT**

The Preschool staff will be trained in Mandatory Child Abuse Reporting and in Bloodborne Pathogens which are mandated by the State Department of Education. Additional opportunities will be available through Great Prairie Area Education Agency. (QPPS 6.5)

Sigourney Community Schools  
Pick-up Authorization Form

Child's Full Name \_\_\_\_\_

I hereby give permission for my child to leave the center with the following person(s) named below. Photo identification and your password may be requested when they pick up your child.

PASSWORD		
NAME	RELATIONSHIP	PHONE NUMBER

If your child is not picked up, whom should Bright Beginnings contact?  
Please list name and phone number.

\_\_\_\_\_

It is the responsibility of the parents to notify the center, in writing, of any changes.

Name(s) of person(s) who may not pick up your child:

NAME	RELATIONSHIP	PHONE NUMBER

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian



# **SKILLS TO HAVE GOING INTO KINDERGARTEN**

## **Self Help/Self Management**

- Blows own nose
- Snaps clothes
- Zips coat independently
- Buttons independently
- Ties own shoes (by age 5 ½ years old)
- Manages backpack and folder (unzip and zip)
- Responsible for own belongings (puts away belongings correctly and knows where to find them)
- Knows how to communicate needs and wants
- Plays cooperatively with friends
- Solves problems encountered in play
- Toilets independently (including wiping bottom)
- Eats independently sitting at a table using silverware
- Selects own clothing
- Brushes teeth independently

## **Social and Emotional**

- Accepts change in routine, alters routine when expected
- Conforms to group decisions
- Controls emotions when doesn't get his/her way
- Waits turn to talk (doesn't interrupt)
- Uses manners (i.e. please, thank you)
- Knows phone number and address
- Knows own birthday
- Stays with a group (doesn't run off)
- Follows rules independently (without adult help)
- Separates from parent easily
- Sits in a group on floor without disturbing neighbor
- Chooses friends
- Enjoys pretending in playing without adult supervision
- Understands rules of simple, competitive games
- uses appropriate social responses
- prefers friends his/her own age

## **Speech Communication**

- Speaks in sentences that are at least 5-6 words long
- Answers personal questions like, "What's your mom's name?" "Where do you live?" "Do you have brothers and sisters?"
- Can retell events that have happened to them (e.g. birthdays, vacation, a few details of a movie)
- Can have a short conversation with a peer or adult
- Answers Who? What? When? Where? Why? Questions during interactive activities
- Makes most speech sounds correctly, but not L, R, TH
- Has a vocabulary of over 2,000 words
- Uses pronouns (I, he, she) appropriately

## **Fine Motor Skills**

- Has hand dominance
- Has correct grasp (three finger grasp)
- Draws a person with a body

- Writes own name (name starts with capital letter and has lower case letters for the rest of the name)
- Cuts out a circle and square with a scissors
- Copies a circle
- Copies a square
- Copies a cross
- Copies a horizontal line
- Copies a vertical line
- Colors within ¼ inch of a line
- Uses appropriate colors for an item (i.e. grass is green)
- Completes a 10 piece puzzle
- Completes a simple maze
- Completes dot to dots
- Completes hidden pictures
- Completes color by number (color code made for child)
- Reproduces a block pattern
- Plays an age appropriate board game following the rules
- Uses glue independently

## Gross Motor Skills

- Hops on one foot
- Catches a ball
- Identifies right and left sides of body and hands
- Runs with arms swinging in opposition to feet

## Cognitive Skills

- Counts to 20
- Identifies circle
- Identifies square
- Identifies triangle
- Identifies rectangle
- Identifies some capital letters
- Identifies all basic colors (red, green, blue, orange, purple, black, brown & yellow)
- Knows directionality (i.e. top, bottom, left, right)
- Knows some concepts (i.e. dirty/clean, push/pull, over/under)
- Recognizes their name
- Verbally spells their name/recognizes letters in print
- Identifies numbers 1 to 10
- Identifies front and back of a book
- Identifies top/bottom of a book
- Counts 1 to 1 correspondence to 5
- Understands first, middle, last
- Identifies and continues simple patterns
- Attention span is approximately 10 minutes with a task (i.e. coloring)