

Statewide Voluntary Preschool Handbook

for Bettendorf District & Community Preschools
UPDATED 9-25



Bett^{er} Together



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Family Letter

Dear Families,

The Bettendorf Community School District and Community Program Sites look forward to a successful year of learning and growing with you and your child in preschool. The Statewide Voluntary Preschool's goal is to provide a high-quality preschool experience to meet the individual needs of ALL children.

An essential component of the preschool programs is the developmentally appropriate, play-based instruction delivered by talented teachers certified in early childhood education. Paraprofessionals also support preschool classrooms. Our partner sites offer the free State-Wide Voluntary Preschool Program, which utilizes the same curriculums, assessments, and learning opportunities as district preschool programs.

We recognize the importance of family involvement and the valuable contribution it makes to the success of the Bettendorf preschool programs. We welcome and encourage your participation throughout the year as a member of your child's preschool classroom.

All programs use state and district-approved research-based curriculum and assessments and are accredited through the Iowa Quality Preschool Program Standards administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations for student learning and instructional practices.

The handbook is an addendum to the district and community sites' handbooks to provide you with information about the Statewide Voluntary Preschool Program your child attends. If you have any questions, please contact your child's school or teacher.

Bettendorf Community School District has state-wide voluntary preschool programs (SWVPP) at three of their elementary school sites:

- **Grant Wood Elementary School:** 1423 Hillside Drive (563) 359-8277
- **Mark Twain Elementary School:** 1620 Lincoln Road (563) 355-8263
- **Neil Armstrong Elementary School:** 3311 Central Avenue (563) 359-8275

The community of Bettendorf also has community partner programs for statewide voluntary preschool programs (SWVPP). The preschool teachers and administrators are looking forward to working with you.

- **B4 Learning Center:** 2400 Middle Road (563) 355-0230
Danielle Berghold, *Administrator/Teacher*
- **Kindercare:** 2986 Victoria St (563) 332-5900
Carly Grannen, *Center Director*
- **Redeemer:** 1107 Tanglefoot Lane (563) 344-0183
Patti Christiansen, *Administrator/Teacher*
- **Skip-a-Long:** 3520 Crow Creek Road, Davenport (563) 441-9998
Jill Lyon, *Center Director*

Karen Allison
Executive Director of Student Services
Bettendorf Community School District

TJ Grindle
Coordinator of Special Education Services
Bettendorf Community School District



Our Program Details

Eligibility

Students who are four on or before September 15 of the current school year are eligible for the Statewide Voluntary Preschool Program (SWVPP). SWVPP is funded through the Iowa Department of Education.

Inclusion

Bettendorf Community School District preschool programs provide for all children, including those with disabilities and unique learning needs. Modifications are made to the environment and staffing patterns to include children with special needs. We believe that inclusion in our program will enrich the experiences for teachers, students, other children, and their families. Facilities are in compliance with the Americans With Disabilities Act. [IQPPS 9.10]

Enrollment

Bettendorf Community School District enrollment information can be obtained at the Bettendorf School District Administration Center at 3311 18th Street. The number is (563) 359-3685 or jmeyer@bettendorf.k12.ia.us. Children must be four years old on or before September 15th to be enrolled in the SWVPP.

The community sites offering State-wide Voluntary Preschool can be reached as follows:

- B4 Learning Center: 2400 Middle Road (563-355-0230)
- Kindercare: 2986 Victoria St. 563-332-5900
- Redeemer: 1107 Tanglefoot Lane (563-344-0183)
- Skip-a-Long: 3520 Crow Creek Road, Davenport (563-441-9998)

Attendance Policy:

A four-year-old 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).

Daily Activities

A consistent daily schedule is planned to offer a balance of learning activities. Your child will have the opportunity for the following types of activities every day: small and large groups, self-initiated learning, creative expression, early literacy experiences, and fine and gross motor activities. Play is planned for each day. [IQPPS 2.6]



Curriculum and Teaching

Our preschool program uses the Creative Curriculum as its framework. The Creative Curriculum is a research-based preschool curriculum focusing on four main developmental areas: Social and Emotional Development, Physical Development, Cognitive Development, and Language Development. A family's culture and the child's experiences outside the school setting are recognized as being an important part of the child's growth and development. The curriculum goals and objectives will guide teachers' planning and instruction based on the Teaching Strategies GOLD® assessment tool. [IQPPS 1.5, 1.6, 2.1 - 2.30, 8.3, 3.1 - 3.18, 9.1-9.4]

Preschool Assessment Plan

All preschool students participate in assessments at various points throughout the year to inform teachers and families of the student's progress in various areas of development and to guide the preschool teachers' instruction in these areas. [IQPPS Standard 4.2]

The primary purpose of the Teaching Strategies GOLD assessment system is to help teachers

- identifying children's interests and needs,
- describing the developmental progress and learning of children,
- improving curriculum and adapting teaching practices and the environment,
- planning program improvement,
- arranging for developmental screening and referral for diagnostic assessment when indicated, and
- communicating with families.

The specific assessment, along with the timeline and areas assessed, are listed below.

| Assessment | Area(s) Assessed | Timeline | Assessment Records | Parent Communication |
|------------------------|--|---|---|---|
| GOLD Assessment | Social Physical Language Cognitive Literacy Math Science/Art/ Music | Fall Checkpoint Winter Checkpoint Spring Checkpoint | Each teacher records data to illustrate progress in an online format. For each checkpoint, teachers collect data and score each objective for each child. Teachers create reports for their classrooms and individual students. They use these reports to analyze the progress as a teacher and a preschool team. Student data is kept confidential. | Parents are informed of GOLD assessment progress during the home visits and parent-teacher conferences. |



Outside Play and Learning

Children have daily opportunities for outside play when the weather permits. This allows children the opportunity to develop their large muscle skills, get exercise, and be active together. Staff will ensure that children are appropriately dressed for outside play. Sunscreen and/or insect repellent can be applied at school when it is provided by parents, and parents have given written permission. The outdoor play equipment is age- and developmentally appropriate, fenced to avoid hazards, and arranged so staff can easily supervise children. A playground safety checklist is completed and is on file. In cases when we cannot go outside due to weather conditions, children will be given the opportunity for large motor movement inside. [IQPPS 5.4, 9.5, 9.6, 9.7, 9.8]

Weather and Environmental Health

- **Sites will ensure children:**
 - Wear clothing that is dry and layered for warmth in cold weather.
 - Children have the opportunity to play in the shade. When in the sun, they wear sun-protective clothing, apply skin protection, or both.

Promoting and Protecting Children's Health:

Health Records [IQPPS 5.1, 10.8 10.10]

- Health and safety information collected from families will be maintained on file for each child in the school nurse's office. The school nurse or community partner director maintains student health records that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics. Files are kept current by updating as needed, but at least yearly. The file's content is confidential but is immediately available to administration or teaching staff with consent from a parent or legal guardian for access to records, the child's parent or legal guardian, and regulatory authorities upon request. Except for immunization, parents are using religious exemption.

Child Health Records Include

- Current information about any health insurance coverage required for treatment in an emergency;
- Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results;
- Current emergency contact information for each child that is kept up to date by a specified method during the year;
- Names of individuals authorized by the family to have access to health information about the child;
- Instructions for any of the child's special health needs, such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);
- The program must follow the requirements for exclusions related to immunizations established by the Iowa Department of Public Health [IAC 641-7.3].



Reporting Communicable Diseases

[IQPPS 5.3]

- Your site will provide you verbally and in writing any unusual level or type of communicable disease your child was exposed to, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home.
- Sites are in contact with local health authorities to get advice and receive health information when outbreaks of communicable diseases occur.

Toileting Procedure

A child is eligible for the Statewide Voluntary Preschool Program (SWVPP) based on age and Iowa residency. The child is eligible for participation in the program regardless of whether the child is toilet trained.

The following procedures are for toileting/diapering:

For children who are unable to use the toilet consistently, the program makes sure that:

- For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit.
- Cloth diapers and clothing soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

Staff check children for signs that diapers or pull-ups are wet or contain feces

- at least every two hours when children are awake and
- when children awaken.
- Diapers are changed when wet or soiled.
- Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
- Each changing area is separated by a partial wall or at least three feet from other areas that children use and is used exclusively for one designated group of children.
- Caregivers always have a hand on the child when being changed on an elevated surface.

In the changing area,

- staff post-changing procedures and
- follow changing procedures.
- These procedures are used to evaluate teaching staff who change diapers.
- Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, especially not for any object involved with food or feeding.
- Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can).
- Containers are kept closed and are not accessible to children.
- Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.



Medication Dispensing

[(IQPPS 5.8)]

- Over-the-counter or prescription medications are only dispensed when the parent/legal guardian has given the site written permission with instructions from the licensed health provider.
- Site administrators, nurses, and teaching staff have specific training in medication dispensing.

Individual Health Care Plan

- If your child has special health care needs, food allergies, or nutritional needs, please work with your site on an individual care plan.

Illness

To protect the health of students and staff, the district has in place the following protocol regarding student illness:

- Keep your child home from school when he/she has a fever of 100.4 (F) or greater and for 24 hours after the fever has gone away without taking medication that would reduce the fever, such as Tylenol (acetaminophen) or ibuprofen. Your child should stay home from school when he/she has diarrhea and/or vomiting for 24 hours after these symptoms have occurred.
- If students become ill at school with fever, diarrhea, vomiting, or other symptoms that prevent them from being able to participate in the classroom, they will be sent to the school office, and their parents/guardians will be contacted. No student can go home alone unless a parent/guardian or authorized person is notified. It is very important that the school has up-to-date work and emergency phone numbers available in case of illness or injury. If the school cannot reach the parent/guardian, the person listed as an emergency contact will be called. To ensure that an ill child gets home safely, it is desirable that a parent/guardian or other adult accompany the child home.
- For information regarding communicable (infectious or contagious) diseases, refer to the Communicable Diseases (Board Policy 507.3E1) located on the [District website](#).
- When your child returns to school after an illness, he/she should be able to participate in the total school program, which includes outdoor recess and physical education. Your child will be excused from outside recess and physical education after an illness only by a written recommendation from your family doctor or primary health care provider.



Hand Washing Practices

Frequent hand washing is key to preventing the spread of infectious diseases. Teachers teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink. [IQPPS 5.6]

The program follows these practices regarding hand washing:

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures.
- Hand washing is required by all staff, volunteers, and children as hand washing reduces the risk of transmission of infectious diseases to themselves and others.
- Staff will assist children with hand washing as needed to complete the task. Children and adults wash their hands:
 - Upon arrival for the day,
 - After diapering or using the toilet,
 - After handling body fluids (blowing nose, coughing on hand, or any mucus, blood, or vomit),
 - Before meals and snacks, preparing food, or serving food,
 - Before and after playing in water.

CPR/First Aid

[IQPPS 5.2]

- One staff member is always present in the classroom and has satisfactory completion of pediatric first-aid training and completion of pediatric CPR and First Aid.

First Aid Kit

A first aid kit is located in every preschool classroom. It is inaccessible to children but readily available for adult use. The first aid kit is appropriately and fully equipped according to the nurse's guidance. Following the use of the kits, the contents will be inspected, and items that are missing or used will be replaced. The first aid kit will be inspected monthly. The kit is taken to the outdoor play areas and on field trips. [IQPPS 9.12]

Fire Safety

A fire extinguisher with a tag indicating this annual service date is installed in the preschool classroom. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested. Fire drills are conducted and recorded in the office. [IQPPS 9.13]



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)).

Fees/Supplies

Statewide Voluntary Preschool Programs (SWVPP) are funded by the Iowa Department of Education and are provided at no charge to families. These funds make it possible to provide all supplies for all preschool students. If families wish to donate additional supplies to the preschool program, they will be accepted, but are not required.

Family Involvement

We encourage families to be involved in their child's education. Teachers use a variety of formal and informal ways to become acquainted with and learn from families about their family structure and their preferred means of communication, as well as any other information the family wishes to share. Families are surveyed in enrollment paperwork and through other questionnaires during the year regarding the family, beliefs, and preferences. Home visits are conducted at the beginning of the school year for all Statewide Voluntary Preschool Program students. Parent-Teacher conferences are held in the fall and spring. At least one preschool family night is held during the school year. Families are encouraged to share any concerns, preferences, or questions with the preschool teacher or administration at any time. [IQPPS 7.1 - 7.7]

The preschool invites you to become involved in one or all of the following ways and welcomes other ideas, as well:

- Support your child's daily transition to school by sharing information about your child's interests and abilities.
- Keep the teacher informed of changes and events that might affect your child and allow the teacher to be more responsive to your child's needs.
- Attend family meetings.
- Return all forms and questionnaires promptly.
- Attend Parent-Teacher Conferences.
- Take time to read your child's notes and newsletters.
- Check your child's backpack each day.
- Share any of your family's cultural traditions, celebrations, or customs.
- Help with special events.

Bettendorf Community School District and Community Partners send out a family survey to gather and consider information, feedback, and input from families to improve the preschool programs at the sites. This survey will be sent out electronically and can also be made available in hard copy in the late spring of each year. We look forward to your input.

The questionnaire includes the following:

- I feel that I have regular contact and communication with my child's teacher and that we value and use each other's input about the care of my child. (1.1)
- The program staff uses information about my family background and beliefs to make my child's learning experiences more meaningful. (2.2)



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- The program considers my child's home language when working on literacy and provides my child opportunities to learn in a language they are comfortable with. (3.14)
- Program staff let me know when there are contagious diseases in the program. (5.10)
- For families who send food to school only: I know the nutritional requirements for sending food with my child to school. (5.12)
- For families with children with allergies or special nutritional needs only: Program staff is aware of my child's special health needs and carefully provides for them. (5.13)
- I am provided with program information about preschool philosophy and goals.
- I am provided with program information about program rules and expectations.
- I am provided information about program events.
- I am provided information about available community support.
- I am provided information about community activities.
- I am provided with Gold Reports regarding my child's progress.
- I am provided written materials (including this survey) in a language I understand. (7.2)
- The program has the resources and ability to help me obtain the services I need for my child and family. (7.6)
- Program staff and I informally share information about my child on at least a weekly basis. (7.4)
- The program staff helped me learn about and use community resources. (8.1)
- I am aware of many opportunities to volunteer at my child's program. (7.2)
- I am familiar with the program's procedures for dropping off and picking up my child. Program staff and I use this time to communicate about my child. (10.9)
- I feel like I have a voice in planning for program improvement. (10.15)

Home Visits

Home Visits allow the teacher to orient the family to preschool. It is a time to become acquainted with and learn from the family about their family structure, goals for their child, and other information families wish to share about their backgrounds. Home Visits also provide a time for teachers to share information about preschool, the elementary school, and the school district. Teachers are happy to answer parent questions about the program and share information, such as the district school calendar, information about the curriculum, policies and procedures, and individual information pertaining to their child's classroom. Preschool teachers will connect with families individually to schedule home visits.

Cleaning and Sanitization Procedures

The classroom will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and cleaned immediately. [IQPPS 5.19]

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and disinfected after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys and surfaces will be disinfected using a non-toxic solution. Machine-washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. Toys that cannot be cleaned and sanitized will not be used. Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents.



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Routine cleaning will be supervised by the preschool teacher. A checklist will be completed as indicated in the Cleaning and Sanitation Frequency Table. Ventilation and sanitation, rather than sprays, air freshening chemicals, or deodorizers, control odors in inhabited areas of the facility and custodial closets.

Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize children's exposure. All cleaning products will be used as directed by the manufacturer's label. Non-toxic substances will be used whenever possible.