

**DODGER PRESCHOOL
3 Year Old Program**

First Congregational Church
(United Church of Christ)

1611 Williams Drive
Fort Dodge, Iowa 50501

Telephone: (515) 955-6060

e-mail: dodgerpreschool@gmail.com

Purpose and General Information

Dodger Preschool was organized in May 1973. A Board of Directors was elected by the Church council of the First Congregational Church to plan and supervise a non-profit, Iowa licensed preschool for children in the Fort Dodge Community.

Purpose

Dodger Preschool seeks to provide a setting for the child to grow in the understanding and experience of the Christian way of life. It provides children with happy, social, and group play experiences in a relaxed atmosphere in which each child can develop his/her mental, physical, emotional and social growth.

Program

The preschool program centers around three questions:

- 1 WHO AM I?
- 2 WHO ARE YOU?
- 3 WHAT IS THE WORLD LIKE?

Dodger Preschool aims to surround young children with the reality of a loving and trusting fellowship, to repeat experiences of being loved, understood, and accepted, so that each might come to know themselves as a unique, important person and to develop trusting relationships with others.

We look upon learning as a creative life-long process which for children begins in play, flourishes in wonder, discovery, and active involvement in first hand experiences which have meaning for them. The preschool is designed to be a laboratory for living with three and four year olds developing social, academic, and physical skills. They are guided and supported by warm, understanding teachers who work closely with parents.

Teacher

A proper ratio of certified teachers:

- 1 2 teachers for each 14 students
- 2 This ratio will be maintained so as to give maximum attention and supervision.

Days and Ages

The three-year old class, open to any child who will be three by September 15, meets Tuesday and Thursday mornings. Class times are from 8:00-11:00 a.m.

Orientation sessions for both students and parents are scheduled at the beginning of the school year.

Fees

Dodger Preschool is a non-profit organization, whose budget is set by the board of directors. The amount charged for tuition is divided into 9 equal payments. Current tuition is \$75 per month for the T-TH session. These rates may rise slightly for the next school year due to our rising costs.

There is a \$25.00 registration fee. The registration fee is non-refundable.

There will be a milk and grocery fee of \$25.00 for the T/TH class. This money is used towards beverages and food served at events through the year.

Tuition payments are due by the **15th of the month** and should be mailed to the treasurer or dropped off at the preschool. Please make all checks **payable to Dodger Preschool**. The regular fee will be charged even though your child may have been absent as regular expenses continue and a place for your child is saved. Any payments received after the 15th will be assessed a \$5.00 late fee.

To guard against unpaid fees, we request that 2 months' tuition pre-paid in September. This will cover payments for September and May. Should your child drop out after having given the required 2 weeks' advance notice, the unused portion of tuition will be refunded.

Transportation

Dodger Preschool does not provide transportation to or from school. However, we will be willing to make suggestions for car pools.

It should be understood by the person driving the children that they are responsible for bringing the child **to the classroom** and picking the child up **at the door**, not dropping them off in the parking lot. We feel this necessary for the safety of the child and for the daily exchange of information between parents and teachers.

Sign- In and Out Policy

It is required that each morning when your child is brought into the preschool he or she is signed in. Each day when your child is picked up from preschool it is required that he or she is signed out. A sign in form will be available at the preschool.

Admission Policies

It is necessary to limit enrollment in our preschool. Students will be enrolled upon receipt of written application and registration fee on a first come first serve basis. All children must be potty trained prior to entrance to Dodger Preschool.

The following **Admission Policies** have been established to comply with state licensing standards:

1. Child must be potty trained
2. Parents must sign consent for medical care in emergencies.
3. A completed physical examination form and immunization card is required on the first day of school.
4. Each child must be accompanied by a parent when he/she attends the orientation session.
5. Parents must agree to mark clothing and other items the child may bring to school.
6. A parent must notify the director by written notice 2 weeks prior to withdrawing their child without incurring further financial obligations.
7. Parents must agree to attend parent-teacher conferences held twice a year.

Discharge Policies

If your child is not ready for the group experience, or if their needs are not best met in the group setting, we may ask for removal of the child after a confidential conference with you.

Parents failing to show interest in their child's progress by missing the conferences with the teacher or payments of fees will be asked to remove their child.

After 2 months of non-payment of tuition fees, you will be notified by mail. A 15 day waiting period will follow this notification, giving opportunity to bring the tuition payment up-to-date. The family will then be contacted by phone. If tuition is unpaid after the 15-day period, it will be necessary to remove the child's name from our enrollment. We understand that sometimes there are unusual circumstances and these will be taken into consideration.

Discipline Policy

PBIS strategies- Positive Behavior Interventions and Supports

Using the most positive ways to enforce behavior at preschool.

Biting Policy

Biting is not unusual during the early childhood development years. Biting is a form of communication or coping strategy for young children, especially birth through three years of age. As our program serves children who are at least three years of age it has been our experience that biting incidences are rare. Nonetheless, as we strive to provide and ensure the safest and most nurturing environment possible to all preschoolers, we have the following plan in place to deal with a biting incident should it occur.

Should a biting incident occur: The teacher responds in a soft but firm voice to the biter, "No, biting is not okay. Biting hurts." He/she further explains that, "We use our words to tell our friends what we need or want." The biter will be placed at the thinking table for 3-4 minutes and then redirected to other play and monitored closely. The child that has been bitten will be comforted and separated from the biter. The bitten area will be assessed, and first aid procedures followed. The area will be cleaned with antiseptic and bandaged if the skin is broken. An ice pack will be applied for ten minutes. The bitten area will be reassessed after the ten minutes.

An accident report will be completed for both the biter and the child who was bitten. These reports will be given to each of the children's parents/guardians. For confidentiality reasons, the name of the other child (either the biter or the one who was bitten) cannot be shared verbally or in writing. A copy of the report will be placed in the children's files.

The teachers will evaluate the situation and environment where the biting occurred in to determine if any changes need to be made.

If biting continues, the teacher will keep a confidential observational record of the incidents to help determine contributing factors. A conference with the parents of the biter will be made to develop a written plan of action and to schedule follow up discussions as needed.

Pet Policy

We love to have family pets come visit the preschool. Before bringing your pet to share, please bring the animals up to date vaccination records and be sure of any allergies the preschoolers might have.

Snack Time

The children take turns bringing a snack. The department that licenses all Iowa preschools mandates that nutritional, store bought snacks be served. Dodger Preschool is required to make a list of all foods served at the preschool. Because of this ruling, we are including a list you might find helpful as you choose future preschool snacks.

Crackers, carrot and celery sticks, fruits, cheese, raisins, cereal mixes, breads and muffins such as pumpkin or banana, graham crackers, finger jello or pretzels.

Your child will be our treat helper on the day closest to their birthday. Cookies or something special are welcome on birthdays, holidays and special occasions.

Open Door Policy

Dodger Preschool has an open-door policy. You are welcome to observe any time. Parents of prospective students are welcome to observe school also. Please call the preschool, 955-6060. Parents are asked to wait three weeks prior to visiting the preschool during hours to allow your child to adjust. If a parent must register as a sex offender, a restricted access policy must be put into place before he/she will be allowed on the school grounds.

Attendance

Children should be brought promptly at 8:00 A.M. and picked up promptly at 11:00 A.M. This is very important. A child does not like to arrive after the group is in progress nor be left behind when the others are going home.

If there is a change in who is to pick up your child from school, a written note to the teacher is required.

Please do not arrive before 8:00 A.M. There is a stop sign in the window. We will have a stop sign hanging in the window. When it is changed to "GO" this means you can come into the classroom at the beginning of the day and at the end of the day to pick up your preschooler. The teachers need the time before class for preparation. Parents' help with their children's coat and backpack is appreciated.

A child having the following symptoms should not be in school:

1. Acute cold
2. Sore throat or ear ache
3. Swollen glands
4. Red or discharging eyes
5. Temperature shown by a thermometer (24 hours free from fever before returning)
6. Nausea or vomiting
7. Skin eruptions or rashes
8. Diarrhea

If your child misses several days of school because of some problem or serious illness, please call the preschool, 955-6060.

Extra set of clothes

Accidents can happen to anyone. Whether it's spilt milk at snack, a paint mess, or we didn't make it to the bathroom on time. Please bring an extra set of clothes to school with your preschoolers name on them. You can keep them in your backpack, that way we'll always have them if needed! Thanks!

Toys At School

Toys at school – students are **NOT** to bring toys to school. There is always the risk a toy may be lost, broken or “borrowed”.

Weapons at School

No child is allowed to bring toys that resemble weapons or destructible devices.

Snow Days

Dodger Preschool follows the Fort Dodge Public School System when **canceling** school due to inclement weather. However, if the Fort Dodge Public School System has a late start, Dodger Preschool will be closed for that day. Parents are encouraged, however, to use their discretion when determining if it safe to send your student(s) to preschool.

It will be up to the discretion of the Board of Directors to determine if missed school days will be made up. Under no circumstances will refunds be issued for those days not made up.

-Dodger Preschool-

