

Dodger Preschool Handbook

3-Year-Old Program

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Purpose

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

Our Mission

The mission of Dodger Preschool is to provide a safe, caring, and purposeful early learning environment for children, ages 3-5 in the Fort Dodge area. Dodger Preschool follows the Iowa Quality Preschool Program Standards and implements research-based curriculums that teach social, emotional, and academic skills to prepare students to be successful members of our society.

Preschool Program (Days & Times)

At Dodger Preschool, we have one three-year-old preschool class that meets on Tuesday and Thursday mornings from 8:00AM to 11:00AM.

Our staff consists of a full time teacher and director and a full time teacher associate. We enroll up to 14 students. This number will maintain to ensure maximum attention and supervision for the students.

At Dodger Preschool opportunities for children to learn and grow are provided through indoor and outdoor play, small group activities, and large group experiences. We aim to surround children with love, understanding, and acceptance, so that each child might come to know themselves as unique and important.

Registration

Registration for the next school year typically begins in December and is available until all openings are filled. Students are enrolled on a first-come, first-serve basis. A child must be 3 years old on or before September 15th to be enrolled in our 3 year old program. Upon registering your child, a registration form and a non-refundable \$50 registration fee is due to secure your child's enrollment. Please call us at 515-955-6060 with questions about registering your child.

Fees

Dodger Preschool is a non-profit organization, whose budget is set by the board of directors. The amount charged for 3-year-old preschool tuition is divided into 9 equal payments (September through May). Current tuition is \$80 per month.

Because Dodger Preschool meets the Quality Preschool Program requirements, Linking Families and Communities offers tuition assistance to those who qualify.

To guard against unpaid fees, we request that 2 months' tuition be pre-paid in September. This will cover payments for September and May.

Tuition payments are due by the 15th of the month and should be mailed to the treasurer (1611 Williams Dr. Fort Dodge, IA 50501) or dropped off at the preschool. Please make all checks payable to: Dodger Preschool. The regular fee will be charged even if your child is absent as regular expenses continue and a place for your child is reserved.

Any payments received after the 15th will be assessed a \$5.00 late fee.

Should your child discontinue at our preschool after giving the required 2 weeks' advance notice, the unused portion of tuition will be refunded.

If 2 months of unpaid tuition fees go by, you will be notified in the form of a letter. 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.

Admission Requirements

1. Children must be potty trained
2. Parent contact information must be on file
3. Emergency contact information must be on file
4. Emergency medical treatment authorization
5. Authorization for who is allowed to pick child up from preschool
6. Medical contact info. (child's doctor name, phone, address)
7. Dental contact info. (child's dentist name, phone, address (if they don't have one can list the parent's dentist or any other dentist))
8. Copy of a physical examination form signed by a health professional and most up-to-date immunization form
9. Field trip authorization
10. Authorization to administer sun screen and/or insect repellent
11. Media release form
12. Agree to parent/teacher conferences held twice a year
13. Parents must agree to mark clothing and other items the child may bring to school with child's name/initials
14. A parent must notify the director by written notice 2 weeks prior to withdrawing their child

Discipline Policy

Our teaching staff is highly trained, responsive, respectful, and purposeful in handling challenging behaviors. Dodger Preschool implements Positive Behavior Interventions and Supports (PBIS). PBIS is a process for creating a safe and effective school environment and it provides consistent procedures and processes for all students and staff. If a child displays persistent, serious, and challenging behavior, the teaching staff, parents, and AEA support staff will work as a team to develop and implement an individual plan that supports the child's inclusion and success.

Injury Policy

Your child's health and safety is of utmost importance to us. In the event that an injury may occur, we strive to provide your child with the care they need. A parent/guardian will be notified of any injury a child may receive within 24 hours of the incident. All staff are required to have up-to-date First Aid/CPR/AED training. If an injury requires first aid or medical care, a staff member will fill out an injury/incident report and it will be kept in your child's file. All children must have an emergency medical treatment authorization form on file with up-to-date information.

Curriculum and Assessment

Dodger Preschool uses Creative Curriculum and the GOLD assessment tool. The following domains are what classroom activities are based on to support your child's learning:

- **Social-Emotional:** problem solving, emotional literacy, building positive relationships, manners, participating in different group settings, school skills
- **Physical:** traveling skills, balancing skills, gross-motor skills, fine-motor skills
- **Language:** complex language skills, expressing thoughts/needs, conversation skills
- **Cognitive:** positive approaches to learning, classification skills, symbolic thinking
- **Literacy:** phonological awareness, alphabet knowledge, writing skills
- **Mathematics:** number concepts, spatial relationships & shapes, patterns
- **Science and Technology**
- **Social Studies**
- **The Arts**

Transportation

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

Drop-off/Pick-up Policy

Children are to be brought into the classroom upon arrival by the person providing them transportation. The person picking up the child must come into the classroom upon departure. We have a sign-in/sign-out binder that must be signed by the person dropping off/picking up upon arrival and departure. This policy is necessary for the safety of our students and also allows for daily exchange between guardians and teachers.

Field Trips

In order for your child to attend field trips, an authorization form must be signed. The DART bus is our form of transportation for these outings. We will notify you ahead of time when field trips are scheduled and will also ask for chaperones to join us. We ask that chaperones arrange for sibling care on field trip days. We expect chaperones to help keep the students together in groups and follow the same classroom rules the children must follow. Be respectful, be responsible, be safe.

Pet Policy

We love to have family pets come visit the preschool. Before bringing your pet to share, you must present an up to date vaccination record and be sure of any allergies the preschoolers might have.

Snack Policy

A nutritious snack will be served to your child each preschool day. The children will take turns bringing a nutritious, store bought snack and 1/2 gallon of low fat white milk for the class.

We follow the guidelines given by the Child and Adult Care Food Program (CACFP). Healthy snack suggestions include but are not limited to: crackers, cheese, carrots, celery sticks, fruits, cereal, breads, muffins (such as pumpkin or banana), graham crackers, pretzels, etc.

Each child will have the opportunity to bring a special birthday treat (cookies, cupcakes, ice cream, etc.). Please make arrangements with your child's teacher to determine the best date to bring this special treat. If the birthday treat does not meet our nutritional guidelines, something else will be served in addition to meet the guidelines.

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 to visiting the preschool during school hours to allow your child to adjust. If a parent is a registered sex offender, a restricted access policy will be put into place before he/she will be allowed on the school grounds.

Attendance Policy

Children must be brought to school promptly at 8:00AM and picked up by 11:00AM. It is very important for children to arrive on time so they do not miss out on activities or disrupt the group due to late arrival. It is equally important for children to be picked up on time as they do not want to feel left behind when others are going home.

Please call to let us know (515-955-6060) if your child will be late so we can make necessary arrangements. The preschool door gets locked 10 minutes after arrival time for safety purposes.

A Stop/Go sign hangs in the preschool window. When it is flipped 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 child. The teachers need the time before class for preparation so please do not try to come into

the classroom until the sign is flipped to “GO”. After children arrive, the doors will be locked until departure time.

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

Illness Policy

For everyone's health and safety, it is mandatory that sick children are not brought to school. If your child has any of the following symptoms the night before, he or she will not be admitted the following day:

- Fever greater than 100 degrees F
- Vomiting
- Diarrhea
- Pink eyes with drainage
- Cough with congestion and excessive nasal discharge

For an ill child to return the following must be established:

- Fever free for 24 hours without medication
- Chicken Pox: one week after onset
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis (pink eye): 24 hours after initial medication or when without drainage

When a child develops signs of an illness while at preschool, parents, guardians, or other persons authorized by parent will be notified immediately to pick up the child.

If the child is suspected of having a contagious disease, then until she or he can be picked up, will be provided a place to rest where other individuals will not be exposed.

Extra Set of Clothes

While it is our policy that your child is potty trained, we understand accidents happen. Whether it is spilled milk at snack, a paint mess, or we just didn't make it to the bathroom in time. Please keep an extra set of clothes (top, bottoms, underwear, socks) in your child's backpack with their name on them. That way if needed, they will be there.

Toys at School

Please do not allow your child to bring toys to school or have in their backpacks. Toys should be kept at home. It will eliminate an extra distraction and prevent toys from being lost, broken, or “borrowed”. An exception will be made on designated “show and tell” days.

Weapons at School

We have a zero tolerance policy for dangerous weapons (real or toy) on the premises of our school.

Snow Days

We follow the Fort Dodge Community School District when decisions are made for canceling school. If the district cancels due to inclement weather, preschool will be cancelled as well. Parents are encouraged to use discretion when determining if it is safe to send their child(ren) to preschool. It will be up to the discretion of the Board of Directors to determine if missed school days will be made up.