



# Parent Handbook

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Dear Parents,

Welcome to Little Pirates Preschool! We are a private, non-profit preschool operated under a community board of directors. It is a privilege to be able to offer a preschool education experience to your child.

The purpose of our preschool is to provide experiences that allow each child to make the best use of natural curiosity and guide intellectual, physical, emotional and social growth. It should be noted that attendance at any preschool cannot guarantee the level of maturity necessary for enrollment in Kindergarten. Each child has his/her own timetable of development which can be enhanced but not changed.

Little Pirates Preschool will strive to promote each child's development to the fullest and provide a happy introduction to formal school with rich, new experiences. Parents are always welcome, so feel free to join us for a morning full of fun!

Board of Directors Little Pirates Preschool

## **GOALS**

Your child is our greatest concern and we will provide an environment rich in wonderment and fun designed to stimulate your child's natural propensity for learning. We will meet your child's needs to explore, ask questions, jump, run, and be silly by:

- promoting enthusiastic learning and developing early reading and writing skills along with an appreciation for music, poetry, and stories.
- developing creative expression, fine motor dexterity and large motor skills.
- assisting in the development of physical, mental, social and emotional skills through a flexible program that allows each child to progress in relation to age and developmental needs.
- encouraging curiosity and the expansion of the world through walks, field trips, observation of holidays, seasonal changes, and current events.
- developing a sense of responsibility in each child as a person and as a member of a group, recognizing the rights of others when sharing materials or waiting for a turn.

## **UNITS OF STUDY**

Songs, games, art projects, large motor activities, trips, etc. are a part of virtually every unit or theme that will be taught. The basic units taught at Little Pirates Preschool include, but are not limited to:

- Number recognition
- Alphabet recognition, sounds, and reading skills
- Colors
- Seasons and Weather
- Dinosaurs
- Food and Nutrition
- Shapes
- Animals
- Community Helpers
- Friendship and Family

## **EQUITY STATEMENT**

It is the policy of the Little Pirates Preschool not to discriminate on the basis of race, color, creed, sex, marital status, national origin, religion, age or disability in its educational program, activities, or employment policies as required by applicable Equal Opportunity and Affirmative

Action Laws, directive, and regulations of federal, state, and local governing bodies and agencies.

### **STATE LICENSING**

The Little Pirates Preschool facilities are licensed annually through compliance with the standards set forth by the State of Iowa Department of Human Services.

### **LOCATION**

Little Pirates Preschool is a registered non-profit organization located in the Hudson Community School District Elementary School. Little Pirates Preschool is not affiliated with the Hudson CSD and all services are separate from Hudson CSD.

### **CENTRAL RIVERS AEA**

Central Rivers AEA offers its services free of charge to Little Pirates Preschool. Services for preschool include language and speech evaluation, therapy, psychological examinations, vision and hearing screenings and consultations with the preschool strategist.

### **ADMISSION POLICIES**

The following enrollment policies and procedures have been established to afford your child the maximum protection and in compliance with state licensing standards.

1. Parents/guardians must provide the preschool with:
  - a. Medical examination form and immunization card completed by child's physician. Immunizations must be up to date or a waiver must be signed by your physician.
  - b. Medical consent form for emergency treatment.
  - c. Emergency information card.
  - d. Preschool social history form.
  - e. Permission to participate form.
2. After a serious illness, a medical clearance statement must be provided to the preschool before the child can be readmitted.

To attend preschool, a child must be three years old and potty-trained. If you have concerns, feel free to pack a set of clothes in your child's backpack in case of an accident.

### SUBSTITUTE TEACHERS

Little Pirates Preschool attempts to maintain a list of qualified substitute teachers who have met the requirements set forth by DHS. In the event that one or both of the teachers are unable to attend class and no qualified substitute is available, class will be cancelled. We are unable to refund tuition for any days cancelled due to this event.

### WINTER WEATHER & EMERGENCY RELATED INFORMATION

The preschool follows the schedule of the Hudson Community Schools, observing the same holidays, vacations, and snow days. Occasionally, however, the schedule will need to be changed at the discretion of the Board of Directors.

Late Starts/Early Dismissals: If Hudson Community Schools delay classes for 2 hours due to inclement weather, no morning preschool classes will be held. However, if there is a 1 hour delay of classes at the Hudson Community Schools, Little Pirates Preschool will begin preschool at 9:15. If the Hudson Community Schools have an early dismissal (before 11:15), then Little Pirates Preschool will dismiss classes as well. You can register on the Hudson Community School website at [www.hudsonpiratepride.com](http://www.hudsonpiratepride.com) for notifications pertaining to delays or cancellations.

**Little Pirates Preschool will not send an additional notification but will rely on the Hudson School district notification system.**

In the case of an emergency or unscheduled change to class times, e-mail and text notification may be utilized. Please make sure Little Pirates Preschool has your correct and accessible cell phone number and e-mail address.

### CLASS TIMES

Morning class will meet from 8:15-11:15 each week day. We have two groups of 3 year old's that attend two different days each week and one group of 4-5 year old's that attend 4 days per week.

### FEES & TUITION PAYMENTS

**Registration Fees:** Each student will be responsible for a \$50 classroom supplies fee. That payment should be made independently of tuition and paid before September 5<sup>th</sup>. In addition, we may ask parents to donate 5 oz cups, napkins, paper towels, spoons and Kleenex as needed throughout the year.

**Tuition:** Tuition is due on the 1<sup>st</sup> of each month. If tuition is not paid in full by the 10<sup>th</sup> of the month, a \$5 fee will be added to the tuition due. An additional \$5 fee will be added for each additional 5 days that tuition is late. The September tuition is paid before the school year

begins and secures enrollment in the next school year. The last scheduled payment is due May 1. There will be no reimbursement of tuition for days missed due to student illness, in-service days, holidays, kindergarten round-up, or snow days.

If tuition falls behind by 2 or more months, the student will not be allowed to attend class until the tuition has been paid in full. Financial assistance may be available by special arrangement with the director and preschool board.

The following is the schedule for payments:

August 1<sup>st</sup> (secures enrollment in the following school year and pays Sept tuition)

Oct 1

Nov 1

Dec 1

Jan 1

Feb 1

March 1

April 1

May 1

### **PARENT COMMUNICATION**

Good communication between the parents and the preschool is essential to your child's success. A *check-out sheet* will be filled out by the student and teacher daily and will require a parent signature. Parents can use this tool to process through the day with their student. Weekly updates will be sent by email and the Director/Teacher may also choose to send additional updates by email or text. Please provide an e-mail address that you check often to ensure that messages are not missed. We may also utilize texting in the case of an emergency with your child and/or an unexpected change in class schedule so please provide the proper cell number. You can also check out our Facebook page for updates, photos and schedule changes.

### **CONFERENCES**

Teachers will conduct evaluations of each child throughout the year and will send progress reports in the fall and winter. Conferences may be held in the fall and spring. You may call,

e-mail, or stop in to speak with the director at any time about concerns you may have about your child.

### **TRANSPORTATION**

Transportation is not provided to or from preschool. However, Hudson Community School District can offer transportation to local, licensed day care centers. Please email Miss Tera for more information.

Please contact the preschool if you have transportation concerns as we can help suggest car pool arrangements.

### **SCHOOL ATTIRE**

On regular class days, play clothes are preferred for preschool. We want your child to participate in all of the fun activities we have planned, some of which are a little messy, without worrying about ruining good clothes. **We also recommend that you not send your child to school in flip flops; sandals are acceptable if they have a secure strap on the back of the foot.** Flip flops are difficult to keep on while sitting on the floor and are a tripping hazard during both indoor and outdoor play and may inhibit your child's ability to participate in large motor activities.

### **RECESS**

It is important for children to be dressed appropriately for outdoor weather as students will have a 15 minute recess each day. Little Pirates Preschool will use the teachers discretion when playing outside. Students will not play outside if the weather is rainy/stormy or below zero degrees Fahrenheit.

Please mark your child's outer clothes clearly, especially mittens and hats. Please print so your child can recognize his/her own name.

### **FIELD TRIPS**

When field trips are scheduled, parents will be informed by e-mail and a note sent home with your child. Parents are welcome and encouraged to attend field trips, please notify the teacher in advance if you plan to attend.

Hudson Community School buses may be used for transportation unless the scheduled trip is within walking distance. Transportation by school bus is approved by the Department of Human Services.



### SNACKS

Nutritious snacks are required by the Department of Human Services (DHS); Little Pirates Preschool will ask each family to provide a DHS certified snack for the number of enrolled students on a scheduled day. If you would like to provide a special holiday or birthday snack, please contact teachers ahead of time so we can make arrangements.

We may ask parents to supply napkins, 5oz. disposable cups, paper towels and spoons throughout the year.

The children are encouraged to sample every snack so they may experience new food. Please inform the preschool if your child has allergies or food restrictions.

### HEALTH REMINDERS

Parents/guardians are reminded to inform the preschool of any communicable diseases such as chicken pox, pink eye, strep throat, fifth disease, etc. that your child has been diagnosed with. Head lice should also be reported as soon as possible to keep it from spreading at school. Children with a temperature of 100°F or more should remain at home until normal for 24 hours. **Please keep children at home if they have been vomiting, having diarrhea, and/or frequent coughing spells.**

Minor injuries (pinched fingers, etc), minor changes in health status (a mild fever, headache, etc) or behavioral concerns will be communicated to parents or guardians the day of the incident and as soon as possible. We will call or text information to the primary number provided but may also utilize email primarily for behavioral concerns.

### DENTAL POLICY

In the event your child has a dental emergency, Little Pirates Preschool policy is as follows:

Contact parent/guardian, or if parent is not available, person listed on emergency card.

If parent is not available, contact dentist listed on emergency card. Follow dentist's instructions, tending to child until parent or emergency contact arrives at the preschool.

### MEDICATION STATEMENT

Little Pirates Preschool will only dispense medication when provided in the original packaging and with an instruction note signed by a parent or guardian.

## DISCIPLINE

The Staff at Little Pirates Preschool uses forms of time-out for their discipline style.

We do not allow corporal punishment; punishment that causes humiliation, fear, pain or discomfort; locking children in an area or using mechanical restraints; associating with illness, toilet training, food or rest; or the use of verbal abuse, threats, or derogatory remarks about a child's family.

## BITING POLICY

Intermittent biting in young children can occasionally occur. Since biting can have the potential to harm others, Little Pirates Preschool has established the following policy to help manage this behavior.

The teacher will attend to both the bitten child and the biting child, comforting the bitten child and cleaning the area of the bite with soap and water as well as rinsing the biting child's mouth. Ice may be applied to the bitten area.

The teacher will also remove the child who bit from the setting in which the biting occurred. In an age appropriate manner, the teacher will explain to the child that this behavior is not acceptable.

A written accident report will be documented and a copy sent home to the bitten child's parents. A phone call will be made to the biting child's parents notifying them of the incident. If biting occurs a second time, the parents will again be notified and asked to work with the preschool staff in devising a plan to change the behavior.

## DISCHARGE POLICY

If your child is not yet ready for group experiences or if personal needs are not best met in a group educational setting, we may ask for removal of the child after a confidential conference.

## SAFE ARRIVAL & DEPARTURES

The following procedure is established to ensure the safe arrival and departure of your child.

Arrival and departure will occur on the east side of the school through the south-facing doors closest to our classroom.

**Dropoff procedure starting at 8:10:** You may walk or drive through the north parking lot (middle school entrance), past the track, to the doors facing the south just across the driveway from the weight room/concession stand. A teacher will meet your child at the door and you can then continue on and exit out the south exit of the school (near Git N Go).

**Pickup procedure starting at 11:10:** You may walk or drive through the north parking lot (middle school entrance), past the track, to the doors facing the south. A teacher will let your child out the door when you have exited your car. You will then need to turn around and exit back through the north parking lot as the south entrance will be closed and children will be on the playground.

You may also choose to park near the track and walk your child up to the doors. Please do not leave your car idling in the driveway to walk your child to the door, instead please park and walk.

Please notify the preschool if someone other than your child's designated driver is going to pick up your child. Your child will not be dismissed to anyone other than a designated driver without the proper notification by the parent.

Arrival should be no earlier than 5 minutes before class, and departure no later than 10 minutes after the close of the class, unless prearranged with the director. When a child arrives more than 15 minutes early or must wait for parents more than 15 minutes after dismissal, fines will be assessed as follows:

1<sup>st</sup> offense-\$5.00 per half hour

2<sup>nd</sup> offense-\$10.00 per half hour

3<sup>rd</sup> offense-\$15.00 per half hour

If there are additional offenses, the fine keeps increasing at \$5.00 per offense. Please remember early arrivals and late departures restrict teacher planning, preparation and other commitments.

### **SUPERVISION & PARENT ACCESS POLICY**

Parents and providers caring for their children are welcome to visit our classroom at any time and will have unlimited access to your child during program hours, unless parental contact is prohibited by court order.

Any unauthorized person who enters the classroom will not be allowed access to the children and will be monitored by all of the preschool staff. The unauthorized person will be asked to leave the premises if one of the staff members needs to attend one of the children.

Only authorized persons are allowed to pick up your child. At no time will a child be left unattended. Only authorized staff members will have access to your child, including trips to the restroom.

## OTHER SAFETY ISSUES

Dangerous Adult: In the event of the presence of an adult who is deemed by the director/teacher to present a danger to the children, or a specific child, 911 will be called immediately. Staff will calmly request the person leave the premises and advise them that officials are on the way, unless the staff feels this action will present a direct danger to themselves or the child.

A dangerous adult would include an adult exhibiting inappropriate behavior, bearing arms or showing signs of intoxication by either drugs or alcohol. This also includes any person who is prohibited by court order (copy must be contained in the child's file) to see or transport the child.

If a parent/guardian is intoxicated, the staff will try to talk to them to help them be aware of their condition and the inability to care properly for their child while in this condition. Focus will be on the welfare of the child. Staff will inquire if there is someone they may call to come and pick up the child. If the person is out of control, the staff will call 911. If the person insists on taking the child, staff will get a description of the vehicle including license number, color make and model, direction of travel, then call 911.

## COVID-19 PROTOCOLS

We ask for parents to be as flexible as possible as we try to follow ever-changing guidelines and recommendations. It is important that communication between parents and staff be honest, direct, and timely.

### **What we need from you:**

- Please do not send your child to school if you see any signs or symptoms of COVID-19. The symptoms list is continually updated but currently includes: fever or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea
- Communicate with staff if you or your child has been exposed to someone who is being tested for COVID-19, regardless of the result of the test.
- At this time, we are not going to require children to wear masks in the classroom. If you would prefer that your child wear a mask, please let us know.
- In the event of a school building closure, remote learning will begin immediately. We will utilize the Seesaw app and Facebook Live to deliver lessons.
- Tuition payments will continue to be due on the 1<sup>st</sup> of each month while remote learning is provided. If building closure persists more than 8 weeks, tuition can be paid at 75% until either the building is re-opened or the school year ends.

**What you can expect from us:**

- Staff will communicate with you if we have been exposed to someone who is being tested for COVID-19, regardless of the result of the test.
- We will continue to communicate with the BlackHawk County Health Department and DHS to ensure we are following current recommendations and guidelines.
- We will disinfect and clean regularly.
- If necessary, staff will do everything we can to make remote learning as painless for you and fun for the kids as possible. We will utilize the Seesaw app and Facebook Live for remote learning and will try to give the kids some experience with the Seesaw app while we are in the classroom.

We look forward to an exciting and productive year with your child. We welcome your suggestions and hope to work closely with you to provide a pleasant and beneficial beginning to your child's school experience.

**Little Pirates Preschool Phone Number:**

**701-680-1574**

Little Pirates Preschool does not have a landline phone number; you can text or call the classroom via Miss T's cell number, listed above.

*\*In an emergency, you can contact the classroom through the Hudson CSD Elementary office at 319-988-3239.*

**Little Pirates Preschool Mailing Address:**

**PO Box 734**

**Hudson, IA 50643**

**Little Pirates Preschool Physical Address:**

**136 S. Washington St**

**Hudson, IA 50643**