

West Branch Community School District Preschool Family Handbook Hoover Elementary 2025-2026



Hoover Elementary
148 N. Oliphant Street
West Branch, IA 52358
319-643-7211

Welcome

Welcome to the WBCSD Preschool Program. We are planning an exciting year full of fun learning experiences and are looking forward to working with new and returning families.

The purpose of this handbook is to give you an overview of the preschool program, our philosophy, and explain some of the policies and procedures in place to support your child's learning experiences. Please read it and keep it for future reference. Please ask any questions that you have. Communication between home and school is very important to your child's successful experience!

WBCSD Preschool has adopted and meets 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. Hoover Elementary Preschool follows the Department of Education policies.

Please let us know if you need/would benefit from receiving this information translated into another language. (That includes all assessment information – etc.)

Contact Information:

Preschool Teachers

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Elementary School Principal

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Principal's Office

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Business Manager:

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Transportation Director:

Tammy Oaks
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MISSION, PHILOSOPHY, AND GOALS

Mission

The West Branch Community School District Preschool creates a collaborative partnership through students, family, teachers, staff and community, while providing appropriate learning opportunities to meet the needs of all students regardless of their race, color, national origin, sex, disability, religion, creed, sexual orientation, gender identity and socioeconomic status, so they can become lifelong learners and effective community members.

West Branch Community School District Beliefs

1. A quality school system is responsive and accountable; it requires fair treatment, honesty, and respect.
2. Learning and teaching are the responsibilities of every individual in the community.
3. All students are valued and important.
4. All students are able to learn.
5. It is important to have positive relationships among students, staff and parents because it is a critical role in meeting the learning needs of all students.

Philosophy

We believe children learn best by being actively engaged through play in a safe, enriched environment where they can explore and learn. We believe all aspects of children's development are important – social, mental/emotional, physical, academic, behavioral, etc. We believe communication between the program and home is essential to supporting your child's development.

Goals

- To provide the best developmentally appropriate program possible to meet each child's unique needs.
- To encourage children's learning through play by providing a stimulating child-centered environment with activities that engage children in planning, observing, exploring, pretending, questioning, and evaluating to learn about self, others, and the world.
- To use a curriculum that promotes cognitive problem solving, language, academic, physical, social and emotional growth.
- To provide a balance of child and teacher initiated activities, individual and group activities, structured and unstructured play, and active time.

By meeting these goals, we increase the opportunities to help children:

- Engage in safe and healthy habits
- Develop and foster positive self-esteem
- Build fine and gross motor skills
- Creatively express themselves
- Strengthen listening, reading, writing, and mathematical skills

ENROLLMENT

Equal Educational Opportunity

It is the policy of the WBCSD not to discriminate in its educational programs or educational activities of race, color, national origin, creed, age, socioeconomic status, religion, sex, disability, sexual orientation or gender identity.

Eligibility

Children must be 4 years old by September 15 of the current year to attend WBCSD Preschool Program. Registration will begin on February 1. Placement is determined according to the following priorities:

1. Students with academic or behavioral Individualized Education Programs (IEP).
2. Four-year-old children who live in the West Branch Community School District or whose parents plan to complete open enrollment papers for kindergarten (for the next year)
3. Four-year-old children who do not live in the district

To register you must submit a completed registration form.

Your child is not considered enrolled for preschool and will not be awarded placement until the completed forms are turned in.

Enrollment Forms

- **Birth certificates are now required before starting school**
- Physical exam-signed and dated by a doctor
- Certificate of Immunization – signed and dated by an appropriate health official (Required immunizations are listed on the certificate of immunization)
- Medical emergency release with signature, phone numbers, and insurance information, including who has access to your child's health information. (Paper copies to be maintained in the preschool files, per IQPPS requirement.)
- School permission forms and preschool enrollment forms (Paper copies to be maintained in the preschool files, per IQPPS requirements.)
- Dental Screening
- Register on Powerschool for the district (Information from Laura Gongora in August.)

*** All information is kept confidential.**

Keeping Records Updated

Please make sure you keep the school informed about any family changes – including family phone number & address, emergency contact phone number, child care phone numbers etc.

Fees and Tuition (For preschool only)

Our fees are based on funding from the State of Iowa's Voluntary Preschool Grant. Final determination of what we charge could change if our funding sources adjust their level of support. We hope these guidelines help you plan.

Fees and Schedule For Preschool Only

***Based on funding sources**

4 year olds

No fee

Monday, Tuesday, Thursday and Friday 8:25-11:25
(Hoover Elementary and WBCELC)

Monday, Tuesday, Thursday and Friday 12:25-3:25
(Hoover Elementary Only)

3 Year Olds (\$25 registration fee and when slots are available at Hoover Elementary)

2 morning per week (8:25-11:25)

\$80 a month

Monthly tuition payments are due the first of each month, September through May. Checks should be made out to "West Branch Community School District". They can be given to preschool staff, or mailed/taken to Angie Klinkkammer in the school district's Central Office. You can also pay through the online payment system. A link can be found on the West Branch School's home page. If you have any problems with payment, please discuss them with Angie.

Tuition is based on the entire year, and is due in 9 monthly payments. Our costs remain the same whether or not your child attends on any given day. Since we have budgeted very tightly in order to keep the fees as low as possible and saved a space for your child, we are not in a position to refund for absences or weather related cancellations.

Days/Hours of Operation

The WBCSD preschool program follows the West Branch Community School District calendar. We start a few days after the elementary school district starts because we do home visits with each family and we typically end one or two days before the elementary school.



Monday, Tuesday, Thursday, and Friday classes meet at 8:25-11:25 for the AM class and 12:25-3:25 for the PM class.

Drop off:

Hoover Elementary

Morning Session - Preschoolers may be brought to the gym as early as 8:00 parents or if riding the bus, by their bus buddy.

Afternoon Session - A staff member will pick up the students by the gym doors at 12:25 or the mid-day bus drop off.

WBELC

Morning Session - Preschoolers may be dropped off at the WBELC before 8:00, then will be bussed to the Elementary.

Pick-Up:

Hoover Elementary

Morning and Afternoon Session - Students can be picked up by Herbert Herbert Statue. Bus students will be taken to the bus by a para.

WBELC - Students will be bussed from the Elementary to the WBELC.

When picking up, for the safety of all, please shut your car off, no idling. Also, no children may be left in an unattended car.

Cancellations, late starts or early dismissals because of weather will be announced by telephone and on local radio and television stations. **If there is a 2 hour hour delay, we will not hold AM Preschool that day. If there is an early dismissal announced before the start of the afternoon class, the afternoon class will be canceled.**

Transportation

4-year-old preschool children may ride the existing elementary school bus routes to preschool in the morning and home from preschool in the afternoon provided they have an older sibling or other "bus buddy" to get them to and from the bus line. . We can assist you in finding a bus buddy if you don't know someone who rides the same bus. The district provides mid-day transportation to and from in-district daycare providers. The fee to ride the mid day bus is \$10/month. Please talk to your teacher or the transportation director to arrange transportation.

Safe Arrival and Departure

You or your child's bus buddy will accompany your child to and from the designated area each day and help him/her get settled. Routines are an important part of the preschool experience and help children know what to expect.

When you enroll your child, you provide a list of people who have permission to pick up your child. If anyone other than the regular person will pick up your child, please communicate this to your teacher. People picking up children for the first time, may need a photo ID so we can ensure your child's safety.

Inclusion

The preschool program provides services for all children, including those with disabilities and those with unique learning needs. Adaptations are made in the environment and staffing pattern in order to include children with special needs. Staff are aware of the identified needs of individual children and are trained to follow through on specific educational plans. It is our belief that inclusion in our program will enrich the experience of teachers, students, other children and their families. The preschool facilities meet the American with Disabilities accessibility requirements.

The Preschool Day

Preschool Staff

Each preschool classroom will have a preschool teacher licensed from the state of Iowa to teach early childhood and one paraprofessional. Each person working in the classroom must pass a state of Iowa background check. Each staff member is also a state of Iowa mandatory reporter.

Class Sizes

Class sizes are based on the measurement of the classroom and the ages of the children in the classroom. The preschool class will have no more than 20 children with a teacher and a paraprofessional (10:1 ratio)

Daily Activities

A consistent daily schedule is planned to offer a balance of learning activities. Your preschooler will have the opportunity for the following types of activities everyday.

- Large and small group activities
- Learning Center Activities (art, toys, games, literacy, blocks, sensory, dramatic play, music, sand, water and movement)
- Outdoor Learning
- Snack
- Read Aloud
- Self-directed Play

Sample Daily Schedule

The daily schedule changes when preschool has indoor recess to accommodate open gym times. A schedule might look **similar** to the following.

	Activity
8:25/ 12:25	Arrival- Sign In, Wash hands, Table Activities
8:30/ 12:30	Circle time – stories, calendar, songs, fingerplays, and discussions based on the theme of the week.
8:50/ 12:50	Centers
9:50/ 1:50	Snack
10:10/ 2:10	Circle Time
10:30/ 2:30	Music and Movement
10:50-11:25 2:50-3:25	Outside Time and dismissal

Daily Supplies Needed For Your Preschooler



- A regular sized backpack
- A water bottle
- A change of clothing labeled with your child's name in a ziploc bag in their backpack.
- Your preschooler should be dressed in comfortable clothing that they can play in, get dirty, and be safe in. Please have your preschool wear closed-toe shoes. Please no flip-flops.

Objects From Home



Special treasures (toys, gum, and candy) should be left at home.) Your child's preschool teacher will discuss "Show and Tell" at the beginning of the school year. No toy guns or weapons should ever be brought to school, even as part of a costume or for show and tell.

Attendance Policy

It is very important that all children try to be at school each day. Please let us know about any changes in your child's attendance (late arrival, absence, etc.) **PLEASE EMAIL OR CALL YOUR CHILD'S CLASSROOM BEFORE 8:30 IF HE/SHE IS NOT GOING TO BE AT SCHOOL FOR ANY REASON.** If a child is absent two weeks without notice of illness, a meeting will be scheduled to discuss a plan of action for continued involvement in the program.

Please remember, as a parent/guardian, you decided that you wanted your child to attend preschool. Instead of asking your child "Do you want to go to preschool today?" you might say, "Today is a preschool day. Let's get dressed so we won't be late." Please let the teacher know if your child worries about preschool so we can make sure to do our best to create the most comfortable atmosphere for him/her.

Outdoor Play and Learning

We have daily opportunities for outdoor play as the weather permits and provided the weather quality and environmental safety conditions do not pose a threat. This allows preschoolers to develop their large motor skills, get exercise and be active. We use the Child Care Weather Watch guidelines produced by the state of Iowa to determine if the wind chill or heat index is safe for outdoor play. Please make sure your student has the appropriate clothing for the season. **(Winter weather will require the students to have a coat, snow pants, boots, hat and mittens. Please let us know if you need help securing these clothing items.)**

Curriculum, Assessments, Home Visits and Conferences

Curriculum

Creative Curriculum



Our preschool program is based on the Creative Curriculum program. The preschool room is arranged into learning centers for block play, dramatic play, stories, puzzles, games, science, manipulative materials, sand/water and other sensory play, art material exploration, and creative storytelling through

puppetry. In these areas, the children work and play with whatever they desire. During their play, the teachers interact with the children and encourage the children to interact with each other. By engaging the children in play, we build language, communication, social and other skills depending on their choice of activity.

Please remember – the goal of preschool is not producing artists or fantastic finished products. We are focused on providing a variety of experiences designed to let your child explore and develop their interests and skills. Each child is influenced by his/her own interests, abilities, and moods. In preschool, we focus on the process used to create – not the product created. Your interest in their creations and displaying them in a place of honor helps children gain confidence in their skills

Leader In Me

Hoover Elementary is a Leader in Me School. The Leader in Me is a school-wide leadership development process for both students and staff based on the 7 Habits of Highly Effective People. The Leader in Me develops leadership into the school culture by integrating the 7 habits into the daily activities and language.

The 7 Habits are:

1. Be proactive – You are in charge
2. Begin with the end in mind – Have a plan
3. Put first things first: Work first, then play
4. Think win-win: Everyone can win
5. Seek first to understand, then be understood: Listen before you talk
6. Synergize: Together is better
7. Sharpen the Saw: Balance feels best.

Learning Without Tears: Get Set for School

It is a research based, multi sensory curriculum that focuses on six learning areas:

- | | |
|--------------------------|-------------------|
| 1. Language and Literacy | 4. Science |
| 2. Readiness and Writing | 5. Oral language |
| 3. Numbers and Math | 6. Social Studies |

Heggerty

A phonemic awareness and early literacy skills fitting into our existing literacy instruction.

Assessments and Screenings

Assessing the children's progress helps us know how to design the curriculum to meet the needs of the individual child as well as the needs of the whole group. This allows each child to progress as far and as quickly as s/he is ready.

Assessments are used to:

- Track and describe the developmental progress and learning of each child
- Arrange for developmental screening and/or referral for diagnostic assessment
- Identify children's interests and needs
- Improve the curriculum and adapt both teaching practices & the environment to meet children's needs
- Plan program improvement
- Communicate with families
- Report program effectiveness to the State of Iowa's Voluntary Preschool Grant Board

Teaching staff are trained through professional development, online modules sponsored by the state and/or Teaching Strategies, and screening/assessment manuals.

Teaching Strategies GOLD

We use an online program called Teaching Strategies Gold. All assessment information is uploaded onto a secure website and is accessed only by the classroom teacher and principal. Classroom data is also gathered by the Iowa State Department of Education. Information on the assessment program we used can be found at: <https://www.teachingstrategies.com/page/FamilyConnection.cfm>

During our daily preschool activities we gather information. We use a variety of methods including: information shared by parents, observations (made by the teaching staff in the classroom), samples of student's work, videos, and checklists. We have 3 "checkpoint dates" during the year when all information is put into the online system to analyze where each child appears on a developmental continuum. If a situation arises where we have questions or concerns about a child, we contact families so we can discuss them.

Brigance

Children are given the Brigance, a developmental screener, by the classroom teacher once a year, usually in the fall. The Brigance Screener looks at all the learning domains..

IGDIs (Individual Growth and Development Indicator Screener)

This screener looks at areas associated with early literacy (rhyming, alliteration, sound identification and what does not belong). This screener is done three times a year (fall, winter and spring). Results are shared at conferences and sent home.

Home Visits

At the beginning of the school year, teachers will do home visits. Home visits are informal and used as a way for families to meet with the teacher privately to discuss any needs, questions or concerns. It is also a chance for the preschooler to meet the teacher.

Conferences

We have 2 formal opportunities to share information and discuss any concerns during our fall and spring parent teacher conferences. In the fall, we typically talk about how your child is adjusting to preschool. In the spring we talk more about academics and like your child to be present for more of a student led conference.

Health, Safety, and Nutrition

Health Forms

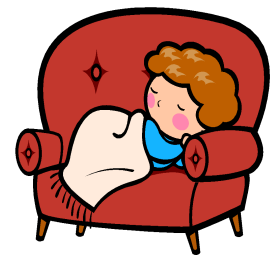
- Current physical (completed within the last year) must be on file before starting and kept current.
- Immunization Record - your child must be current on their vaccinations.
- Dental Screening Record
- Medical Emergency Release forms completed (In enrollment packet).
- Allergy/Asthma/ Health plan completed as needed

Medication Policy

Before any medication can be given at school, parents must speak with the school nurse (or WBELC director) and appropriate forms are filed out. Non-life saving medication needing to be given at school will be kept in a locked cabinet in the nurse's office or secured at the WBELC. The location for life saving medications (epi pens, inhalers) will be addressed in the student's health plan.

Illness Policy

Children who do not feel well do not learn well. Please do not send your child to school when s/he is ill. Symptoms of illness are vomiting, diarrhea, rashes, and/or fever. Please notify the school of illness. Informing us of your child's illness helps us keep the group healthier because we can notify parents about the illnesses going around.



If your child becomes sick at school or develops a fever, we will contact you. **Your child must be symptom free without the assistance of fever reducing medications for 24 hours before returning to school.** Emergency contacts will be contacted if we cannot reach you. Please keep all contact information current/updated.

Handwashing

In preschool staff and students wash hands:

- At the start of our day.
- After going to the restroom.
- Before and after taking care of any health needs.
- After handling bodily fluids.
- After playing outside.
- Before and after eating.
- After handling animals
- Before and after sand and water play.
- After handling garbage or cleaning.

Snacks and Birthday Treats

Each day a snack including fruits or vegetables, crackers or other whole grain based food is served. Parents will be asked to contribute fruit or vegetables **AND** a 16 ounce box of crackers or another healthy grain like bagels, little sandwiches, etc. on a rotating basis. All foods must be prepackaged and commercially prepared. Parents are encouraged to send a water bottle with their preschooler on a daily basis, but water will be provided as needed.



For children with documented special feeding needs (intolerance, allergy, or health concerns) parents may be asked to provide an approved snack for their child. If parents who have a child with special feeding needs, want documentation of what their child eats, please let the teaching staff know in writing.

We try to celebrate your child's birthday on the closest day to the actual day. For children with summer birthdays we will celebrate their half birthday. Children have the same nutritional requirements regardless of the daily celebration, so fruit/vegetable and a healthy grain is still required on those days. However, you can also send a pre-packaged treat as well – like packaged cookies, Little Debbie treats or snack mix.

Withholding or threatening to withhold food will never be used as a form of discipline.

Toilet Learning

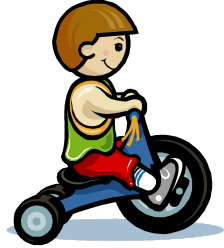
It is highly encouraged that children entering preschool be potty trained. In the case that a preschooler is not potty trained, a plan between the parents, teacher and other staff will be made. The plan will consist of the following.

- Will the child be using pull-up or underwear (if the child needs to use cloth diapers, a health provider must document the medical reason).
- The staff and parents will agree on a time frame for encouraging the preschooler to use the restroom. The preschooler will be checked at minimum every two hours for a wet or soiled pull-up/underwear.
- For students not potty trained a record of toilet training will be kept.

Building Security

Hoover Elementary

For your child's safety, the district utilizes a security system with entry doors being locked during the school day. To gain entrance, you must come to the north door (gym entrance). You will need to press the buzzer to the superintendent's office to state your purpose for needing into the school. If you are entering to drop off or pick up your preschooler at normal drop off and pick up times, you do not need to sign in. All other times, you will need to sign in and out at the office. Sign-in is required in the central office before going anywhere else in the building. Please support staff members who may respectfully request that you follow these procedures or redirect you to designated entry doors and building offices. During the designated "locked door times," all guests/visitors will be required to sign-in and wear official visitor ID's. If you are planning on visiting the program, please stop in the Central Office to sign in and get a visitor's badge. For your child's security, we have cameras installed at the school entrances. These are monitored in the elementary school office.



For practical reasons, at the beginning and end of days, doors will be unlocked to accommodate parent drop-off and pick-up. The district has ongoing discussions regarding common safety protocols. We are in consultation with "first response" providers as part of our ongoing, comprehensive review of all Crisis Management Plans as well. Your cooperation regarding all aspects related to student safety is appreciated.

Release of Children

Hoover Elementary uses the following procedure to prevent children from leaving the program with unauthorized persons:

- When a child is enrolled at Hoover Elementary/WBCELC, a registration form must be completed. This form lists at least two local people, other than the parent(s), who has permission to pick up the child. No other person(s) will be allowed to pick up a child unless written or verbal permission is given. Parent(s) may add or remove names from this list at any time.
- If someone who normally does not pick up is going to pick-up, please notify the school/center either verbally or through an email. Please advise the pick-up person they need to be prepared to show identification for verification.
- If someone arrives at school to pick up a child and they are not listed on the registration card, and the school has not been notified verbally or in writing that this person is to be picking up the child, the child will not be released until permission can be obtained and identification can be verified.
- As school employees get to know and recognize family members and friends, those individuals will not always be required to show a photo ID. They should however always be prepared to show a photo ID in the event that a new employee does not recognize them.
- Employees are always encouraged to ask for photo identification from anyone picking up a child that the employee does not recognize. That may at times include parents.

Visitor Access

One of our primary goals is to provide a safe learning environment for all our children. Our program does not allow any person who is in the classroom that is not a school employee, staff member, substitute, or volunteer who has had a record check and approval to be involved with child care to have “unrestricted access” to children for whom that person is not the parent, guardian, or custodian. “Unrestricted access” means that a person has contact with a child alone or is directly responsible for childcare.

Abuse Investigation Procedures

It is the policy of the West Branch Community School District that school employees shall not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of the West Branch Community Schools District to respond promptly to allegations of abuse by school employees by investigating or arranging for full investigation of any allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The West Branch Community School District has appointed a level-one investigator and alternate investigators and has arranged for a trained, experienced professional to serve as the level-two investigator. The investigators are:

Level-One Investigator – Marty Jimmerson – 319-643-7213

Alternate Level-One Investigators – David Hlas – 319-643-7211

Sara Oswald – 319-643-5324

Brian Walthart – 319-643-7216

Level-Two Investigator – West Branch Police Chief – 319-643-2222

Mandatory Reporters

All school employees are mandatory child abuse reporters.

Safety Drills



- Fire and Tornado Drills are conducted once a month. Each preschool room will have two exits in case of an emergency.
- Bus Evacuation Drills are conducted twice a year.

Smoke-free/Drug Free/Alcohol Free Campus

It is the school district's policy to prohibit smoking, alcohol, vaping and the use of illegal drugs on school property or in employee's vehicles while on school property.

Discipline Policy

Concern and respect for each other is the basis for discipline at Hoover Preschool. Children usually learn to regulate their own behaviors in acceptable ways with the positive guidance and modeling of adults. Our rules are based on the 5 senses – we use our eyes to watch out for each other, our ears to listen to each other, our mouths to speak nicely to each other and our hands to help each other. Teachers use redirection and ask children to stop and think to help teach children appropriate behavior. We want children focusing on solving their own problems as long as they are developmentally ready. By focusing on “solving the problem” for discipline, children learn that everyone has problems but everyone is also capable of fixing those and when we cause a problem for someone else, it’s our responsibility to fix it. Research shows that responsibility and self-esteem is built through this process. Physical punishment (spanking), psychological abuse (bullying) or coercion (use of force or threats) is never used when disciplining a child.

It is also the policy not to use withholding or threatening to withhold food as a form of discipline.

It is the policy of the preschool program to work with families, the school counselor, school psychologist and the AEA before a preschooler is suspended or expelled from the preschool program.

Expulsion Policy

Hoover Preschool is dedicated to creating an inclusive educational environment. As part of West Branch Community Schools, it integrates children with Individualized Education Programs (IEPs) into its curriculum, supported by two licensed Early Childhood Special Education (ECSE) educators. These educators provide personalized attention to ensure that the adaptations and modifications outlined in the IEPs are effectively implemented to meet each child's unique needs.

Preschool Suspension and Expulsion Policy: Hoover Preschool strictly adheres to a policy against suspending or expelling preschool students, recognizing that early childhood is a critical period for learning behavior regulation. In cases of persistent challenging behaviors (e.g., biting, hitting, kicking), despite various interventions, the following steps are taken:

1. **Parental Engagement:** A meeting with the parents to gather input, secure consent for further actions, and schedule follow-ups.
2. **Behavioral Documentation:** Detailed recording of the behavior, including context, duration, and aftermath.
3. **Collaboration with CART via AEA:** Seeking guidance and implementing recommended strategies.
4. **Monitoring and Evaluation:** Continuous evaluation of the behavior and strategies' effectiveness, with further steps involving meetings with parents and possible consultation with the School Psychologist.

If a child qualifies for a behavioral IEP, an IEP meeting is organized to develop a plan with necessary modifications, which is securely maintained in the child's confidential file. In rare cases where a child's behavior endangers themselves or others, a temporary removal from the program may occur, with a collaborative decision on reintegration.

When concerns arise through assessments, screenings, or observations, communication between the family, teachers, and administration is crucial. Parental input is sought, and if needed, permission is obtained to access assistance from the AEA. Continuous support and communication are maintained with parents, and if a child qualifies for an IEP or 504 Plan, the plan is implemented with possible extra support.

Hoover Preschool has a team of professionals (special education teachers, school psychologists, counselors, and administrators) called the I-team, which offers additional support. Suspension or expulsion is considered only if the child poses a danger to themselves or others, with agreed-upon measures for reintegration.

Hoover Preschool believes in the potential for all children to be successful and is committed to meeting them where they are and helping them grow, teaching them to be responsible citizens.

Communication with Families

Parent Participation

Parents are their children's first and most important teachers. Collaboration between school, home and the community is an important piece of your child's preschool experience. Please let us know if you would like to volunteer in the program. We encourage parents to visit the program to experience what your child does in school!

We ask you to complete an evaluation of our services and program effectiveness at least once a year (Sometimes more often). The information you share is very important to us as we continue to meet your needs and is shared with stakeholders at the end of the year. Parents are also asked to participate in parent teacher conferences in the fall and spring.

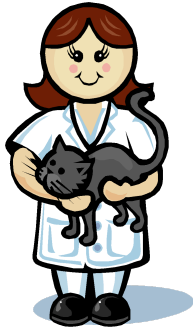
Newsletters

Communication is an important part of our program. You will receive a weekly parent letter that contains information about the activities for the week and information about upcoming events, conferences, etc... Please make it a habit to check/clean out your child's backpack each week. We appreciate having your email address. Sometimes that is the fastest and most efficient way to contact everyone about events or schedule changes. Please let us know if you need the information translated into another language or if you need a translator so we can work to figure out a plan.

We appreciate hearing your comments or concerns about preschool. Occasionally, children will express a concern at home that s/he won't



share with his or her classroom teacher. Please pass these along to us so we can help him/her adjust to the program. If after speaking to the teacher about the concerns, you are not satisfied with the outcome, you may request to meet with the teacher and principal to negotiate a resolution.



Field Trips

We occasionally go on field trips with the children. Usually, these involve walking to and from a destination in town or taking a bus outside of town. If it rains and we can get a school bus, we will still take the trip. If we can't get a bus, the trip will be canceled or postponed. You will be alerted to these in the weekly newsletter. Each child has to have signed permission before s/he can go on a trip. Parents are encouraged to help by walking with us! Teaching staff take first aid kits, a list of children's emergency contacts and a cell phone on all trips.

Parent/Family Events

It is important for preschoolers to be recognized in the context of their families. Our family programs may be organized by a group of volunteer parents and are designed to help us get to know each other. After all, the parents you meet now are the same parents you will be sitting beside at graduation! Please take advantage of the family activities scheduled throughout the year. Everyone in the family is invited!

Celebrations

Celebrations are a wonderful addition to a preschool program. We want to celebrate our uniqueness and each other! If you have a cultural holiday or activity you would like to share with us, please let the teacher know! If it is important to your child and family, it is important to us! Currently, we normally emphasize: birthdays, Halloween, Thanksgiving, and Valentine's Day. Parents are asked to help with school celebrations by providing special snacks, activities and volunteering in the classroom.



OPEN DOORS

We have an open door policy. Please visit and share your talents and ideas with us! A big part of our success is your input; the information you share with us is valuable in helping us provide the best preschool programming we can!

Support Services

Grant Wood Area Education Agency

Hoover Preschool works with Grant Wood Area Education Agency to provide supplemental programs/support for children as deemed necessary in their IEP or through GWAEA's CART or Early Access Program. We are happy to assist you with the referral process and work with them as part of your child's preschool experience.

Other Services

In addition, we keep a list on file of other resources available in our community. Please do not hesitate to contact your child's teacher, the school, nurse, or principal if you have needs for any services (health, mental health, educational, etc.)

Specialized Plans

If your child requires any sort of Individual Education Plan (IEP, IFSP, Behavioral), you will be an important partner in the decision making process. We follow the Iowa Department of Education guidelines. More information can be found here:

<https://www.educateiowa.gov/pk-12/special-education/iowas-guidance-quality-individualized-education-programs-ieps>

Next steps – What's after preschool?

Your child's teacher and you will discuss what would be best for your child after his/her year in preschool. Sometimes a child isn't developmentally ready for kindergarten and the best option is to wait another year. West Branch elementary does offer Early Kindergarten for students who are age eligible for Kindergarten, but not quite ready.

CONFIDENTIALITY

The information contained in your child's file is kept in a file cabinet in the room or office. Copies of your child's physical and immunization form are given to the school nurse to keep with the rest of the school's forms. All information in your child's file including assessment information is kept confidential. If we believe your child would benefit from additional early childhood services, we will contact you for permission to share the information in the file. People who always have access to your child's file are the classroom teacher, principal and/or director.

Classroom confidentiality is also maintained. What goes on in the classroom stays in the classroom and is only discussed with those who need to know.