



Torrence Preschool

1721 Fulton St., Keokuk, IA 52632

(319)526-3665

 @KeokukTorrence

Student & Family Handbook 2023-2024



KCSD Mission Statement

Keokuk Community School District provides an educational foundation where students are active participants in becoming adaptable and critical thinkers along with achieving the skills necessary (academic/vocational) for lifetime success.

KCSD Vision Statement

Where excellence is expected.

TORRENCE PRESCHOOL PHILOSOPHY

At Torrence Preschool we believe quality early childhood education is crucially important to the academic, social, and emotional well-being of all students in the Keokuk community. Torrence Preschool provides a high quality program that meets the needs of students of all abilities and their families while laying a strong foundation for long-term success. We seek to develop students with a passion for learning while providing support to their families by coordinating Keokuk Community School District and Keokuk community resources.

A balance of teacher and child-initiated activities are offered that are developmentally appropriate for the children. Students are encouraged to:

- learn self-help skills
- gain confidence and self-esteem
- accept responsibilities
- use appropriate ways of interacting with their peers and adults
- improve their communication skills.

Many activities in the preschool program provide opportunities for children to develop:

- emerging literacy skills
- emerging math skills
- emerging science skills
- social/emotional skills
- appreciation for music
- self-expression in varied art media
- small and large motor skills
- good health, safety, and nutritional habits

Students learn and develop their skills through the following activities:

- Morning Meeting
- Literacy Group
- Math Group
- Science Group
- Social/Emotional Group
- Play Planning and Learning Center Time
- Snack
- Art
- Music & Movement
- Gross Motor Play
- Outdoor Play
- Lunch (full day students only)
- Story Time
- Small and Large Group Activities
- Afternoon Rest Time (full day students only)

Parent involvement and education are emphasized through volunteering in the classroom, evening programs, home visits, in and out of school activities, and use of community resources and services. Families are valued by the school staff as important partners in the education of children. By providing a comprehensive program of school and community services for families, we hope to form a bond that will endure through the educational years of our students.

ADMINISTRATION

Dr. Kathy Dinger, Superintendent
Kathy.dinger@keokukschools.org
500 N. 20th St.
Keokuk, IA 52632
Office: (319)524-1402
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Meghan Leenerts, PK-3 Principal
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TORRENCE STAFF

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Associates



Kimi Buerklin



Mercedes Abston



Casey Hamelton



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Jaedyn Messenger



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Orinda Gillham
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orinda.gillham@keokukschools.org



Candy Berquam
Instructional Coach

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Leah Barnes
Nurse

Leah.Barnes@keokukschools.org

PRESCHOOL HOURS

Staff Hours

- Monday-Friday - 7:30-3:30

Student Hours

- Monday-Friday
- Half Day - AM - 8:00-11:00
 - Student arrival time - No earlier than 7:45

7:45-8:00 am	Students arrive on school grounds; Supervision begins for morning recess.
8:00 am	School starts
11:00 am	School dismisses

- Half Day - PM - 12:00-3:00
 - Student arrival time - No earlier than 11:45

11:45-3:00 pm	Students arrive on school grounds; Supervision begins for morning recess.
12:00 pm	School starts
3:00 pm	School dismisses

- Full Day - Full Day - 8:00-3:00
 - Student arrival time - No earlier than 7:45

7:45-8:00 am	Students arrive on school grounds; Supervision begins for morning recess.
8:00 am	School starts
11:30 am	Lunch
3:00pm	School dismisses

KCS D DISTRICT CALENDAR 2023-2024

2022-2023 Keokuk Community School District Calendar-PRESCHOOL

1080 Hour Calendar 2022-2023

Summary of Calendar:

Days in classroom:

First Semester 50 Days

Second Semester 60 Days

TOTAL STUDENT DAYS: 128 Days

Summary of Calendar:

Instructional Hours counted:

First Semester.....184 Hours

Second Semester.....207 Hours

TOTAL INSTRUCTION: 391 Hours

Mon, Tues, Thurs, Friday

AM - 8:00 am - 11:00 am

PM - 12:00 pm - 3:00 pm

Wed

No Preschool Hours

HOLIDAYS:

HOLIDAYS:

Labor Day (9/5)

Thanksgiving Day (11/24)

Christmas Day (12/25)

New Year's Day (1/1)

President's Day (2/20)

Good Friday (4/7)

Memorial Day (5/29)

August					Student	
M	T	W	T	F	H	Days
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26	0	0
29	30	31			0	0
September					0	0
		1	2		13	2
5	6	7	8	9	9	3
12	13	14	15	16	12	4
19	20	21	22	23	12	4
26	27	28	29	30	12	4
October					58	17
3	4	5	6	7	12	4
10	11	12	13	14	12	4
17	18	19	20	21	6	2
24	25	26	27	28	12	4
31					3	1
November					45	15
	1	2	3	4	9	3
7	8	9	10	11	12	4
14	15	16	17	18	12	4
21	22	23	24	25	6	2
28	29	30			6	2
December					45	15
			1	2	6	2
5	6	7	8	9	12	4
12	13	14	15	16	12	4
19	20	21	22	23	6	2
26	27	28	29	30		
January					36	12
2	3	4	5	6	6	2
9	10	11	12	13	12	4
16	17	18	19	20	9	3
23	24	25	26	27	12	4
30	31				6	2
February					45	15
	1	2	3		6	2
6	7	8	9	10	12	4
13	14	15	16	17	12	4
20	21	22	23	24	9	3
27	28				6	2
March					45	15
	1	2	3		6	2
6	7	8	9	10	6	2
13	14	15	16	17	0	0
20	21	22	23	24	12	4
27	28	29	30	31	12	4
April					36	12
3	4	5	6	7	9	3
10	11	12	13	14	12	4
17	18	19	20	21	12	4
24	25	26	27	28	12	4
May					45	15
1	2	3	4	5	12	4
8	9	10	11	12	12	4
15	16	17	18	19	12	4
22	23	24	25	26	0	0
29	30	31			0	0
June					36	12
			1	2	0	0

Date	Events
9/1/2022	Preschool First Day
9/5/2022	Labor Day - NO SCHOOL
9/7/2022	NO PREK STUDENTS
9/14/2022	NO PREK STUDENTS
9/21/2022	NO PREK STUDENTS
9/28/2022	NO PREK STUDENTS
10/5/2022	NO PREK STUDENTS
10/12/2022	NO PREK STUDENTS
10/19/2022	NO PREK STUDENTS
10/20/22 - 10/21/22	NO PREK STUDENTS - P/T Conferences
10/26/2022	NO PREK STUDENTS
11/2/2022	NO PREK STUDENTS
11/9/2022	NO PREK STUDENTS
11/16/2022	NO PREK STUDENTS
11/23/2022 - 11/25/2022	Thanksgiving Holiday - NO SCHOOL
11/30/2022	NO PREK STUDENTS
12/7/2022	NO PREK STUDENTS
12/14/2022	NO PREK STUDENTS
12/21/2022	NO PREK STUDENTS
12/22/2022 - 1/2/2023	Winter Vacation - NO SCHOOL
1/3/2022	Teacher Work Day - NO STUDENTS
1/4/2023	NO PREK STUDENTS
1/11/2023	NO PREK STUDENTS
1/16/2023	MLK Day - NO SCHOOL - TO Day
1/18/2023	NO PREK STUDENTS
1/25/2023	NO PREK STUDENTS
2/1/2023	NO PREK STUDENTS
2/8/2023	NO PREK STUDENTS
2/15/2023	NO PREK STUDENTS
2/20/2023	Presidents Day - NO SCHOOL - SNOW MAKE-UP DAY
2/22/2023	NO PREK STUDENTS
3/1/2023	NO PREK STUDENTS
3/8/2023	NO PREK STUDENTS
3/9/23-3/10/23	NO PREK STUDENTS - P/T Conferences
3/13/2023-3/17/2023	Spring Break
3/22/2023	NO PREK STUDENTS
3/29/2023	NO PREK STUDENTS
4/5/2023	NO PREK STUDENTS
4/7/2023	Good Friday - NO SCHOOL
4/12/2023	NO PREK STUDENTS
4/19/2023	NO PREK STUDENTS
4/26/2023	NO PREK STUDENTS
5/3/2023	NO PREK STUDENTS
5/10/2023	NO PREK STUDENTS
5/17/2023	NO PREK STUDENTS
5/19/2023	Preschool Last Day
5/29/2023	Memorial Day

PRESCHOOL PROGRAMS

Half Day Preschool

- What are the half day Preschool hours?
 - Monday, Tuesday, Thursday, Friday
 - AM session hours - 8:00-11:00
 - PM session hours - 12:00-3:00
- What is the cost to attend the half day Preschool?
 - FREE - Torrence Preschool is a statewide voluntary preschool program (SWVPP). Therefore, all students enrolled in the half day classes are completely funded by the state of Iowa.
- What is the maximum class size for half day Preschool?
 - There are 4 classrooms of half day Preschool. (2 AM & 2 PM)
 - The maximum capacity for each classroom is 20 students with one teacher and one teacher associate to maintain a 10:1 child to adult ratio.
- Who is eligible to participate in SWVPP?
 - A child may participate in the preschool program if s/he:
 - Is a resident of Iowa; and
 - Is four years of age on or before September 15 of the current school year.
 - If space and funding are available, a child younger or older may participate; however, the child shall not be counted for state funding purposes.
 - Preference will be given to children who:
 - are residents of the Keokuk Community School District
 - will be 4 years old on or by September 15th
 - An acceptable form of proof of date of birth must be provided. (See [Proof of Student's Date of Birth](#) for more information)
 - Students must have an up-to-date certificate of immunizations.
- Can 5 year old students enroll at Torrence Preschool?
 - 5 year old students may enroll at Torrence Preschool, but they are not funded by the state of Iowa for the statewide voluntary preschool program. Therefore, 5 year old students may attend for a tuition fee.
 - Tuition for 5 year old students is determined annually prior to the start of the school year.
 - Preference for enrollment is given to 4 year old students. This may put 5 year old students at risk of being unenrolled if the Preschool program is at capacity.
- Can 3 year old students enroll at Torrence Preschool?
 - 3 year old students may not enroll at Torrence Preschool unless the student has special needs as listed in an Individual Education Program (IEP). Students with an IEP may be eligible for enrollment as early as 2 years and 9 months old.
 - If you have concerns about your child or have a child with a diagnosis that may impact their learning and feel they may qualify for an IEP in a special education program, you may contact the Great Prairie AEA and inquire about an evaluation.
 - Great Prairie AEA - (319)753-6561

Full Day Preschool

- What are the full day Preschool hours?
 - Monday, Tuesday, Thursday, Friday
 - Hours - 8:00-3:00
- What is the cost to attend the full day Preschool?
 - The tuition cost is determined prior to the start of the school year and will be based on enrollment.
 - Tuition for the full day Preschool depends on the total number of students enrolled in the full day program. Monthly tuition for the 2022-2023 full day program is \$300, but is subject to change year-to-year.
 - There is a non-refundable enrollment fee of \$100 due by the final weekday in May . This enrollment fee will be deducted from each families' annual balance. The enrollment fee may be included in the cost of the first month's tuition or in any month of the families choosing.
- What is the maximum class size for full day Preschool?
 - There is 1 full day Preschool classroom.
 - The maximum capacity for each classroom is 20 students with one teacher and one teacher associate to maintain a 10:1 child to adult ratio.
- What is the minimum class size for the full day Preschool?
 - The full day program must have at least 10 students enrolled to remain an option.
 - If there are less than 10 students enrolled, the full day program will be broken up into two separate half day sections and the enrollment fee will be refunded.
- Who is eligible to enroll?
 - Any student enrolled in the half day Preschool program is eligible to enroll in the full day program.
 - With only 20 roster spots available, enrollment in the full day program is first come, first serve.
- What if my child is enrolled in full day Preschool and we no longer want them to be enrolled in the full day program?
 - Students may not be allowed to switch from the full day program to half day program unless there are underlying circumstances that should be discussed with administration.
 - Parents withdrawing from the full day program may be required to pay the next month's tuition.

Special Education

- When are Special Education services provided?
 - Monday, Tuesday, Thursday, and Friday
 - AM session hours - 8:00-11:00
 - PM session hours - 12:00-3:00
- What special education services are provided?
 - Torrence Preschool serves a wide range of needs including academic, behavioral, communication, occupational therapy, physical therapy, vision, orientation and mobility, and hearing. Services are provided in collaboration with Great Prairie AEA.
- Where are special education services provided?
 - Services are provided in a variety of settings including general education classrooms, self-contained classrooms, and in one-on-one settings with service providers.
 - The intent of the special education program is to integrate students into the general education setting as often as possible and whenever appropriate.

- Who is eligible for Special Education services?
 - Students eligible for special education services as early as 2 years and 9 months old.
 - Eligibility is determined after an evaluation is conducted by school representatives.
- What do I do if I suspect my child is in need of special education services?
 - Enrolled students
 - If parents suspect their child has a disability, they should disclose their concerns to their child's teacher and/or principal.
 - Non-enrolled students
 - If parents suspect their child has a disability, they should contact Great Prairie AEA Early Access Regional Liaison/Coordinator, Linda Boshart.
 - linda.boshart@gpaea.org
 - 1(800)382-8970 Ext. 3025

CURRICULUM

Curriculum

Curriculum at Torrence Preschool includes the child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively. Torrence Preschool uses the Creative Curriculum for Preschool as a guide for planning the curriculum in each of its program rooms. These plans contain a number of activities, designed to foster each child's development, and the development of the group as a whole. Lesson plans may be changed in order to accommodate the children's changing interests.

Each classroom is set-up in centers, which include blocks, dramatic play, literacy, math, science, writing, technology, sensory activities, gross motor, fine motor, and art. Outdoor play is important to a child's physical development and must be included in both the morning and afternoon schedule. Self-selection or "free-play" is a daily part of the curriculum and means a child has the opportunity to choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

Daily Schedule & Activities

The classroom's teachers work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children **thrive** on consistency. Routines should be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

Field Trips

Educational field trips may be taken with administration approval. Parents will be notified by the monthly calendar and/or teacher note if their child will be leaving school grounds. Teachers may request parents to chaperone, but it is not necessary and must be approved by administration. Since this is an opportunity for parents to have quality time with their child, siblings are not to attend field trips and parents must provide their own transportation. If parents

would like to take their child home after a field trip or an assembly they must sign out their child with the classroom teacher.

Free Play

“Free-play” (also called child-initiated activities, free choice, self-selection) activities are incorporated into the morning and afternoon schedule. During free-play, teachers actively participate with the children by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free-play is another opportunity for a child to grow socially and cognitively through the development of relationships.

Multimedia

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Children are not required to play computer games. Instead, the activity is offered as one of several centers. All multimedia must have a rating of “E” and must possess an educational theme.

Nap/Rest Time

Students enrolled in the full day Preschool program will have a scheduled time for rest during the school day. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time. The length of time a child should have to remain resting varies by child. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Children should be provided alternative quiet activities if unable to rest.

Children are encouraged to bring a familiar item from home to use during nap/rest time, such as a small blanket or stuffed animal. These items will be stored in your child’s cubby or on his/her cot or mat; there is limited space for storage of such items. Please take this into consideration when deciding which items to bring. All items should be clearly labeled with your child’s name.

Outdoor Play

Outdoor play is incorporated into the daily schedule for both the morning and afternoon. There is less structure in an outdoor learning environment; however, staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children are able to choose their friends and who to interact with.

Children will go outside year-round, including winter. Only during extreme weather conditions will the children remain indoors. **Students will go outside in cold weather unless the real feel, or windchill temperature is 10 degrees or lower. Students will go outside in hot weather unless the real feel, or temperature with humidity, is 100 degrees or higher.** Teachers may use their discretion when it comes to other weather factors such as wind gusts, condition of grounds, heat index, etc. It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.). Please clearly label all articles of clothing with your child’s name. If a child is not dressed appropriately for the weather, he or she may have to remain inside. Please ask your child’s teacher if you have any questions about weather-appropriate clothing.

ASSESSMENT

Assessment

Teaching Strategies GOLD is the assessment tool used by the programs to evaluate and track each child's individual development during their time at Torrence Preschool. It is an on-going assessment system, meaning that teachers are continually watching, observing, and documenting each child's development throughout daily activities and instruction. Parents are also welcome to submit evidence of student mastery or progression on GOLD learning objectives whenever students demonstrate their skills outside of the school setting. Any parents that are interested in documenting student progress on GOLD or wish to submit evidence of student learning should contact their child's teacher for more information.

Teachers will report student progress on the Teaching Strategies GOLD assessment twice per year with checkpoints in the fall and spring. At each checkpoint, teachers will send home GOLD reports for each student. Copies of student GOLD reports are printed and kept in each child's file in the Torrence office. All assessment results are kept confidential. Parents who have questions in regards to their child's progress are encouraged to reach out to their child's teacher as soon as those concerns arise. Parents may also choose to have these conversations at Parent/Teacher Conferences.

Parent/Teacher Conferences

Parent-teacher conferences will typically be held twice per year. The goal of the parent-teacher conference is to gain insight into your child's development both in the center setting as well as the home setting. During conferences, your child's development and any goals you may have for your child will be discussed. Parents are encouraged to request a conference whenever they feel it necessary rather than waiting until formal parent-teacher conferences are scheduled.

PRESCHOOL POLICIES

ARRIVAL & DISMISSAL

Arrival

Parents are required to accompany their child to the Preschool playground entrance where their child will begin their day with free play. Parents may also speak with the school secretary or child's teacher, if only briefly. We encourage parents to communicate with their child's teacher, about their child's temperament that particular day, how he/she slept the night before, whether he/she has eaten that day, etc. Most children go through periods of difficulty with separating from their parent(s). This is common and developmentally appropriate. Try these tips for a successful drop-off:

- **Establish a regular, predictable routine.** Whether you have a kiss and hug and go, or help your child put his things in his cubby first, do it the same way every day. What often makes separating stressful for children is the uncertainty. If your child can predict what will happen, the separation won't be as difficult.
- **Separate once.** If you come back into the classroom again and again, it will increase your child's stress. Remember the moment of separation is the worst part for your child, so doing it more than once or prolonging separation makes it more stressful for your child.

- **Be reliable.** Return when promised. Children who are picked up later than expected may have more difficulties separating. Phrase time in terms your child will understand. For example, you will be back after snack time or before nap time.

Dismissal

Torrence Preschool dismisses at 11:00 for morning classes and 3:00 for afternoon and full day classes. If you will be late picking up your child, please provide us with as much notice as possible. If someone we are not familiar with is to pick up your child, it is essential that you contact our secretary by 10:30am of the pick-up. This person must be listed as a contact on your child's Powerschool account and/or emergency pick up form. Remind the authorized person that they will be asked for identification such as a driver's license to ensure your child's safety. Even if the individual has picked up before, he or she may still need identification if the teacher in charge has never met him or her. Be sure to say good-bye to your child's teachers so they know you are leaving. Once you have reunited with your child and are departing, Torrence Preschool is no longer responsible for your child. For safety reasons, please do not let your child run ahead of you inside or outside of the building.

If parents do not arrive to pick up their child from the program, staff members will first try to contact the parents using all phone numbers provided on the Powerschool contact list. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contact persons, the Director or Principal will be notified and he or she will then notify the Police Department.

CLEANING & SANITATION

Standard Cleaning Precautions

- Surfaces
 - All surfaces that could potentially be in contact with infectious body fluids is either disposable or made of a material that can be easily sanitized and wiped clean. (i.e. plastic, wood, vinyl, etc.)
- Body Fluids
 - When there is a spill of body fluid, staff will clean them up immediately with detergent, cleaners, and/or disinfectants.
- Sanitizing
- Rugs and Carpets
 - Staff cleans rugs and carpets by blotting and/or spot cleaning with a detergent disinfectant, followed up by a carpet shampoo or steam cleaner as needed.
- Diapers and contaminated materials
 - Diapers are disposed of in a closed diaper pail with a plastic liner in the changing area located outside of and away from classrooms. The plastic liner is removed daily by custodial staff.
 - Staff dispose of any contaminated materials in a tied plastic bag and then placed in a closed container for disposal.
- Changing Areas
 - After cleaning, staff sanitizes the changing area by wiping them down with a disinfectant.

Cleaning, Sanitizing, and Disinfecting Frequency

Cleaning and sanitation practices happen frequently in all areas of the building as evidenced in the chart below. Additionally, ventilation and sanitation, rather than sprays, air freshening chemicals, or deodorizers, control odors in classrooms, common areas of the facility, and in custodial closets.

Area	Before Use	After Use	Daily (end of day)	Weekly	Monthly	Comments
Food Areas						
Lunch Tables		Clean, then disinfect				Cleaned and disinfected each night
Countertops		Clean	Clean, then disinfect			Cleaned after each lunch, cleaned and disinfected nightly
Floors		Clean	Clean, then disinfect			Cleaned after each lunch, mopped with floor cleaner/ disinfectant nightly
Toilet & Diapering Areas						
Changing Tables		Clean, then disinfect				Wiped down and disinfected after each use
Handwashing sinks & faucets			Clean, then disinfect			
Countertops			Clean, then disinfect			
Toilets			Clean, then disinfect			
Diaper Pails			Clean, then disinfect			
Floors			Clean, then disinfect			Mopped with floor cleaner/disinfectant
Child Care Areas						
Door & Cabinet handles				Clean, then disinfect		
Floors			Clean			Vacuumed nightly
Carpets & Large Area Rugs			Clean			Vacuumed nightly, Carpets and rugs cleaned only when children will not be present until they are dry

Small Rugs			Clean			Vacuumed nightly
Machine Washable Cloth Toys				Clean		Laundry
Dress Up Clothes				Clean		Laundry
Play Activity Centers				Clean		
Drinking Fountains			Clean, then disinfect			
iPads		Clean, then sanitize				Use sanitizing wipes
Phone Receivers				Clean		
Sleeping Areas						
Blankets/Sleeping Bags					Clean	Belong to students, laundered by parents
Sleeping Mats				Clean		Disinfected

CLOTHING & ITEMS FROM HOME

Clothing

Please send your child to Torrence Preschool in comfortable play clothes and shoes. Play is usually active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Outdoor play is scheduled every day as an essential part of our planned curriculum. We expect all children to be dressed appropriately for both indoor and outdoor activities. All children occasionally get their clothes wet and have toileting accidents. Whenever this occurs, it is best to change the child into an extra set of clothing provided by the family. Your child's teacher will request you bring a complete change of clothing, including underwear, to be kept at school and replenished as needed. Please be sure to clearly label all items of clothing with your child's name. Let the teacher know whenever your child's clothing or other items cannot be located.

Items From Home

Toys, stuffed animals, or other items from home may help your child feel more comfortable at school from time to time. However, it is often difficult for young children to share their special "treasures" with classmates. We ask that all items brought to Torrence from home be placed in your child's cubby shortly after arrival. Please clearly label all belongings brought from home. It is recommended that items of value, such as cell phones, iPods, or handheld gaming systems be left at home, due to the risk of damage or theft. Torrence Preschool is not responsible for lost, stolen or damaged items.

Weapons/Violent Play

There is a strict policy of allowing no weapon play at Torrence Preschool. Weapons and other dangerous objects are not permitted on school grounds as stated in Board Policy Weapons Code No. 502.10. Students bringing a firearm,

knives, or any other object that may be used with intent to cause injury to school may face possible suspension or expulsion for up to one year. Copies of this policy are available upon request.

Children are not permitted to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection will be used when a child is engaging in weapon or violent play. If a child brings a weapon to Torrence Preschool, the weapon will be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

EMERGENCY PROCEDURES

Emergency Medical/Dental Procedure

It is important that parents complete and update, as needed, all emergency contacts. This contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency is held on your child's Powerschool account. In addition, the form allows Torrence Preschool staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete and update this information when necessary.**

- If a child becomes ill or injured after arriving at Torrence Preschool, the child's teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact list will be called.
- Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director or designee until a parent arrives.

If the child requires immediate medical attention:

- The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911.
- A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact list.
- The Director or Principal will contact the parent(s).

Fire, Tornado, Lockdown, and Other Emergency Situations

Fire regulations and tornado warning procedures are posted near the exits in each classroom. Fire and tornado drills are conducted twice each semester. Lockdown drills are completed once per semester. All classrooms are required to participate.

In the event of a fire, intruder, or other evacuation emergencies, the children and teachers will immediately leave the building and meet on the elementary playground. In case of a tornado, classrooms will move to the hallway until the emergency is over. Parents will be called as soon as safely possible following an emergency situation.

For the safety of children, parents, and staff, we ask that parents do not attempt to pick up their child during an emergency situation.

Blizzard/Severe Winter Weather

The Superintendent will monitor the weather and local news stations throughout the day to determine when it is appropriate to close Torrence Preschool early or cancel school for the following day. Parents will be contacted and informed of the situation. Routine classroom activities will continue until parents arrive.

Missing or Abducted Children

In the event of a missing child, the Lead Teacher will search for the child in the immediate area, while another staff member calls the Director or Principal to help with the search.

- If the child cannot be located in a reasonable amount of time, the Director or Principal will notify the Police Department and the child's parents.

In the event of an abducted child, the Lead Teacher must immediately contact the Director or Principal, the Police Department, and the child's parents.

Power Failure

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes. If power cannot be restored within a reasonable amount of time, the center may close and parents contacted.

- KCSD and/or Torrence Preschool staff will contact parents and notify them of the closure and of the need to immediately pick up their child.
- Activities will resume as possible until parents arrive.

FEES & TUITION

Enrollment Fee

There is a non-refundable enrollment fee of \$100 due by the last weekday of May for families enrolling their child in the **full day Preschool program**. The enrollment fee will be deducted from your annual balance. The enrollment fee may be rolled into your first month's tuition or any month of your choosing through the year.

Financial Agreement

Upon enrollment and any changes to tuition, families are provided a Fee Policy & Financial Agreement. This agreement should be carefully reviewed and checked for errors.

Payment & Tuition

Tuition costs apply ONLY to students in the full day Preschool. Tuition for the full day Preschool depends on the total number of students enrolled in the full day program. Tuition costs for the 2022-2023 school year is \$300 per month, but is subject to change year-to-year. Tuition cost will be determined at the beginning of the school year and parents will be notified.

Tuition payments are **due on the 1st school day of each month**. Payments can be made by cash, check, or through our eFunds system. Families that do not submit tuition payments by the 15th of each month may be moved to half day Preschool until their balance is paid and may run the risk of being bumped out of the full day program.

Returned Checks/Insufficient Funds

All returned checks rejected due to insufficient funds will be charged a \$25.00 penalty. Missed payments and late fees must be paid within 2 weeks. Repeated incidents of returned checks or insufficient funds notices could result in termination of child care services. A payment plan should be discussed with the Director or Principal if a family is having trouble making payments.

GENERAL INFORMATION

Confidentiality

Confidentiality is a top priority for Torrence Preschool. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior problems and/or Incident/Accident Reports, names of children involved will never be given to families.

Deliveries to School

In order to avoid classroom disruptions, individual gifts for students such as flowers, balloons, and similar items are not to be delivered to school. These items will not be delivered to classrooms. Deliveries meant for the entire classroom such as birthday treats, snacks, and similar items must be communicated with the classroom teacher prior to delivery. Invitations to private parties may only be distributed in the classroom if there are invitations for the entire class or all the boys/girls.

Directory Information, Room Lists, Student Rosters

Student directory information designed to be used internally to assist certified personnel is not accessible to the public. Student directory and general student information will be provided to the public for school related activities and/or educational opportunities without parents'/guardians' consent unless the parent(s)/guardian(s) have made note in PowerSchool that they want to opt out.

Directory information may include, but is not limited to, the student's name, photograph or likeness, age (but not the date of birth), participation in officially recognized activities and sports, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Parent Volunteers and Resource Persons

We are always looking for quality volunteers. If you would like to help listen to a child read, help them with math, share your job and occupation, or volunteer your services we would encourage you to contact us. If you are interested, a simple background check is necessary for the safety of all of our kids. Please contact the school's main office at (319)526-3665.

Professional Qualifications of Staff

Parents have the right to know the professional qualifications of the teachers who instruct their child(ren). Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner when requested. You have the right to ask for the following information:

- Whether the Iowa Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Iowa Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teacher's associates or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact your child's school principal. You may also check certification on the Iowa Department of Education's website: <https://boee.iowa.gov/>

Proof of Student's Date of Birth

Iowa Code 256C.3 states that a child who is a resident of Iowa and is four years of age on or before September 15 of a school year shall be eligible to enroll in the preschool program.

Parents/guardians are responsible for providing school officials with an acceptable form of date and year of birth of each child enrolled in school. The purpose is to show the child is of legal age. In the past, the law only permitted acceptance of an authorized birth certificate. Sometimes this was nearly impossible for a parent/guardian to locate for a variety of reasons. The law has been changed that allows other forms of proof to be accepted. The district will accept any of the following forms of proof of a student's date of birth as deemed acceptable by the building principal:

1. Certified statement from physician.
2. Hospital Record.
3. Adoption Record.
3. Baptism Record.
4. Anything the principal feels is reasonably reliable.

Two copies will be made at school at no charge. One copy will be given to the parent(s)/guardian(s) along with the original and the other copy will be placed for safe keeping in the child's cum folder.

Social Security numbers: The schools will no longer be asking parents for Social Security numbers for their child(ren). If you wish us to have that information, it is voluntary and not required.

Legal Names: Rule 12.3(4) of the Department of Education of Iowa states that parents/guardians **MUST** register their child using the child's legal name (not, for instance, stepfather's surname).

School Closings/Cancellations

There are times when school is canceled or a late start is announced due to inclement weather or other building problems. Please listen to KOKX-AM Radio 1310 or Channel KHQA or WGEM for updates. If the school has to dismiss early, the same media will be used to notify the public.

The district will also utilize an automated telephone notification service for notifications; current home/cell numbers are required for this system. Notify the building secretary of any changes in telephone numbers. Also, if a parent wants to call the district's 24-hour number it is 524-1402. Parents can assist by talking to their child about the plans in case of an early dismissal.

Parents may also refer to the KCS D website for the most up to date information regarding cancellations and delays: <http://www.keokukschools.org/>

Teacher Request Policy

Classroom placements are based on identified student strengths and needs. Teachers use their best judgment to place students in balanced classes. We take into consideration each child's strengths, his/her level of performance and maturity, English language development needs, and any social concerns with placements made without regard to the teacher. Because our focus is on improving student achievement by meeting their needs and forming well-balanced

classes across the grade level, requests for specific teachers may be taken into consideration but won't guarantee placement. Our school is committed to providing a quality education in every classroom for every student.

Use of Photos, Slides, and or Video Tape and/or DVD Recordings of Students for Public Relations Purposes

The school maintains the right and freedom to use photographs, slides, video recordings, and DVDs of classroom and school activities involving students for the purpose of public relations. This may include social media postings as well as newspaper articles. Any parent/guardian objecting to this procedure must indicate on PowerSchool when registering their child.

HEALTH & SAFETY

Access Policy

Parents will receive a copy of the student records policy called the Federal Family Educational Rights and Privacy Act (FERPA) at registration. It guarantees privacy of your child's school records and provides parents with access if you ever wish to review your child's records. If parents need a copy of records, the policy provides information regarding how that takes place, time to produce the records, and any cost to parents.

Any person in the center who is not a staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have unrestricted access to children for whom that person is not the parent, guardian or custodian, or be counted in the staff to child ratio. **Unrestricted access** means that a person has contact with a child alone or is directly responsible for child care.

Persons who do not have unrestricted access will be under direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The Director or Principal will assume the primary responsibility of the supervision and monitoring unless he/she delegates it to another staff member.

Torrence staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, the staff member shall get approval for the person to be on site from the Principal or Director. If it becomes a dangerous situation, staff will follow the Emergency Lockdown procedure. Non-agency persons, who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense (even if the sex offender is the parent, guardian or custodian) who is required to register with the Iowa sex offender registry:

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
- Shall not be on the property of the child care center without written permission and/or the presence of the Principal.

Affidavit Policy

At times, families may be dealing with difficult situations at home. When legal matters are present in the home, families may need to collect affidavits for their legal team. Due to the nature of the relationship between caregiver and child, families may choose to ask a Torrence Preschool staff member to provide such a statement. Our program's priority is providing the best possible care when children are away from home and our focus will remain on the child, making sure all their needs are met during what could be a difficult time at home. Torrence Preschool staff members will not provide written statements or affidavits of a professional nature to families.

Cloth Diapers/Toileting

For students who require diapering, KCSD staff will check for signs that diapers or pull-ups are wet or contain feces at least every two hours while in the care of KCSD staff and/or when children awaken. Staff will follow changing procedures and change children's diapers or soiled underwear in designated changing areas within the facility. Only commercially available disposable diapers or pull-ups may be used at Torrence Preschool, unless the child has a documented medical reason that does not permit their use. Documentation from the child's physician must be provided to the Director before cloth diapers will be used while the child is at the center. Families must provide a container for storage of soiled cloth diapers while at the center. The cloth diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material. Both the diaper and the outer covering will be changed as a unit.

Documentation of Accidents/Incidents

Staff members shall document accidents and incidents that occur at Torrence Preschool using an "Accident/Incident Report". All biting incidents shall be documented as accidents. An "Accident/Incident Report" must be completed for the biter, as well as the child who was bitten. If the injury is serious, a parent will be contacted before pick-up. The "Accident/Incident Report" will be reviewed and signed by the school nurse and Principal for proper documentation. A copy of the "Accident/Incident Report" may be given to the parent upon request.

Documentation of Allergies

All child allergies should be noted on the health forms when completing registration. Additionally, allergies shall be disclosed to your child's teacher and the school nurse. Depending on the severity of the allergy, an Individual Health Plan may be developed for a child with severe allergies. All staff working in the classroom of a child with severe allergies will be made aware of allergies and must review the Individual Health Plans to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions will be documented with a "Health Incident Form". [IQPPS 5.1.g]

Documentation of Special Health Care Needs

An Individual Health Plan will be on file for any child or staff member with special health care needs (seizures, etc.). A copy of the Individual Health Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's or staff member's specific health care needs. [IQPPS 5.1.g]

Emergency Medical/Dental Procedure

It is important that parents complete and update, as needed, all emergency contacts on. This contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency is held on your child's Powerschool account. In addition, the form allows Torrence Preschool staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete and update this information when necessary.**

- If a child becomes ill or injured after arriving at Torrence Preschool, the child's teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact list will be called.
- Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director or designee until a parent arrives.

If the child requires immediate medical attention:

- The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911.

- A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact list.
- The Director or Principal will contact the parent(s).

Hand Washing

Frequent hand washing with soap and warm, running water is the most effective way to reduce and prevent the spread of illnesses commonly found in child care such as the flu, diarrhea, and pink eye. Parents are encouraged to assist their child in the hand washing process upon arrival. Other times your child (and staff members) will be expected to wash their hands:

- Upon arriving at the center or when changing classrooms
- After each diaper change or using the toilet
- Before and after meal/snack times
- Before and after administering medication
- After handling bodily fluids (mucus, blood vomit)
- Before and after using the sensory table
- After coming indoors from the playground
- After handling pets and other animals
- After cleaning or handling garbage

Warm, running water (no colder than 60 degrees F) and soap must be used. Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails, and under any jewelry. A disposable paper towel should be used to dry hands and turn off faucet. Help reinforce the importance of hand washing by encouraging frequent hand washing at home as well.

Head Lice

If a child is found to have Head Lice the parent/guardian will be notified by phone and a note informing them of effective home and hair treatment. This will include information from the Iowa Department of Health on head lice treatment. If the parent/guardian chooses to take the student home that day it will be considered an absence. It is the position of the Iowa Department of Public Health that the child remain in school upon the finding of head lice. The child is expected to be treated before returning to school the next day. A note will also be sent home to each student in the class at the elementary level notifying that lice has been found in the class. Parents may always contact the school nurse/medical clerk for further information regarding head lice.

Hearing Screening Statement

During the school year, your child's hearing may be screened and/or tested by Great Prairie AEA audiologists or their assistants as part of a hearing screening program. Follow up testing may occur if previous hearing test results were not within normal limits. If you do NOT want your child to participate in the hearing screening program, please contact Torrence Preschool at (319) 526-3665 with this request by the beginning of the school year.

Illness

Our first priority at Torrence Preschool is providing a healthy, safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health and safety of other children in the classroom; or a child is experiencing any of the following conditions:

- **Fever (temperature 100 or higher)** accompanied by behavior changes or other signs/symptoms of illness, until 24 hours fever free without the aid of Tylenol or Ibuprofen.

- Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- **Diarrhea** (not associated with diet changes or medications) until diarrhea stops or the continued diarrhea is deemed not to be infectious by a licensed health care professional. Needs to be out until 24 hours after last diarrhea stool.
- Blood in stools not explainable by dietary change, medication, or hard stools
- **Vomiting**, until vomiting resolves or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration. Needs to be out until 24 hours after the last vomit.
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious
- Rash with fever or behavior changes, until a physician determines that these symptoms do not indicate a communicable disease
- **Pink eye** (conjunctivitis) until after 24 hours after treatment has been initiated
- **Scabies**, until after treatment has been completed
- **Tuberculosis**, until a health care provider states that the child is on appropriate therapy and can attend child care
- **Impetigo**, until 24 hours after treatment has been initiated
- **Strep throat**, until 24 hours after initial antibiotic treatment and cessation of fever
- **Chicken pox**, until all sores have dried and crusted (usually 6 days)
- **Pertussis**, until 5 days of appropriate antibiotic treatment has been completed
- **Mumps**, until 9 days after the onset of symptoms
- **Hepatitis A virus**, until 1 week after onset of illness
- **Measles**, until 4 days after onset of rash
- **Rubella**, until 6 days after onset of rash
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion
- **Herpes simplex**, with uncontrollable drooling

A child who becomes ill while at Torrence Preschool must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the sick room to wait for his/her parent to arrive. For this reason, we ask families to make every effort to pick up a sick child as soon as possible. Torrence Preschool reserves the right to make the final determination of exclusion to illness. Any exceptions to our illness policy will require a written note from a licensed healthcare professional stating the child is not contagious.

Please contact Torrence Preschool at (319) 526-3665 whenever your child is ill.

Health Records [IQPPS 5.1]

A certificate of immunization **MUST** be on file at the school your child attends at the time of his/her enrollment. The State of Iowa requires, by law, that all children, Preschool-12th grade, must have adequate immunizations established by the Iowa Department of Public Health [IAC 641-7]. Failure to have a certificate indicating adequate immunizations will result in the child not being permitted to attend until such requirement is met. Documentation of a current physical/well child visit is valid for one year and **MUST** be on file with Torrence Preschool at the time of his/her enrollment. As a condition of remaining enrolled in the program, well child visit documentation must be kept up to date. When a child is overdue for any routine health services such as physical/well child visit, the parents and/or legal guardians must provide evidence of an appointment to remain enrolled in the program. The school nurses/medical clerks monitor this information and will follow up with any abnormal results. The Lee County Public Health Department holds immunization clinics monthly. Contact a school nurse/medical clerk for further information.

Students with a medical exemption **MUST** file a Medical Exemption Form, that is signed by the child's physician, with the school nurse and Principal.

Students with a religious exemption **MUST** file a notarized Religious Exemption Form with the school nurse and Principal.

Other health information will be collected within Torrence Preschool's Student Information System including current health insurance coverage, current emergency contact information (reviewed bi-annually), names of individuals authorized by legal guardians to have access to the child's health information, and instructions for any special health needs.

Mandatory Child Abuse Reporters

As childcare professionals who interact with children on a daily basis, each staff member of Torrence Preschool is a mandatory child abuse and neglect reporter and must contact the Iowa Department of Human Services whenever abuse or neglect is suspected.

Pets & Visiting Animals

All pets and visiting animals are not allowed on school property unless prior permission is received from the teacher and/or school principal.

Prescription / Non Prescription Medication at School

Both nonprescription and prescription medication can be administered at school with the proper authorization and approval by the school nurse, medical clerk, and/or building principal. A Medication Permission Form must be filled out and signed by the parent/guardian before medications can be administered.

- **All** medications must be in their original containers and prescription medication must be in a pharmacy labeled container.
- **All** medications must be brought to the school office by an adult. They can not be transported by the student.
- **All** medications are kept in the nurse's office and monitored by the nurse/medical clerk. If there is a need for a medication to be kept anywhere at school other than the nurse's office, those arrangements **must** be approved by the nurse or principal.
- Parents may come to school and administer medication to their child in the nurse's/medical clerk's office. The Medication Permission Form is available upon request from the school nurse.

Essential oils will **NOT** be administered at school due to the differing effect they can have on each individual child. Due to the fact they are oils it is impossible to ensure they won't be spread from one child to another. Essential oils are not FDA approved for any specific conditions.

Any prescription medication found in a student's possession without proper authorization may lead to disciplinary action of the student up to suspension/expulsion.

Recess Guidelines

The Keokuk Community School District believes in the importance of fresh air and the negative health consequences of children spending too much time in closed, indoor settings. We feel it is in the best interest of our students to allow them to play outside whenever appropriate. **Students will go outside in cold weather unless the real feel, or windchill temperature is 10 degrees or lower. Students will go outside in hot weather unless the real feel, or**

temperature with humidity, is 100 degrees or higher. Teachers may use their discretion when it comes to other weather factors such as wind gusts, condition of grounds, heat index, etc. If you feel your child needs to stay in from recess the day after an illness, a note from the parent/guardian is required. A doctor's note may be required to stay inside for additional days.

Sunscreen & Insect Propellant

Families may be required to supply sunscreen for their child/ren for outdoor activities. Parents must permit the application of sunscreen before it can be applied to a child. Sunscreen must be SPF 15 or above, and may be applied by classroom teachers regularly throughout the day or whenever necessary. Parents are encouraged to apply insect repellent to their child before arriving at Torrence Preschool for the day, as Torrence staff are not permitted to apply insect repellent.

Tobacco/Alcohol/Drugs on School Property

No tobacco, alcohol, drugs or drug products, including look alike drugs are permitted on school grounds at any time. Cigarettes and smokeless tobacco products are prohibited on Keokuk CSD premises, including parking lots and outdoor play areas. Smoking and the use of smokeless tobacco products is also prohibited in Keokuk vehicles or in personal vehicles being used for the transportation of Keokuk children, and while on field trips.

Any student who has tobacco, alcohol, look alike drugs or drug products in any form in his/her possession at school is subject to suspension or expulsion and/or a fine by the Keokuk School District for violating this policy. KCSB reserves the right to contact law enforcement for legal proceedings.

HOME & SCHOOL PARTNERSHIP

Communication

Parents of children in the four year old program rooms may receive frequent communication from their child's teacher. Communications may come in the form of phone calls, emails, texts, notes, conferences, etc. Parents may request a daily chart be filled out for their child.

Parent Participation

Parent participation is strongly encouraged in our program. Some possible opportunities to participate and contribute to your child's Torrence Preschool experience:

- Accompanying students on class field trips
- Leading or assisting special projects (sewing, carpentry, cooking, etc.)
- Construction or collection of raw materials for art projects, dramatic play props, etc.
- Providing games, snacks, and/or crafts for classroom parties and celebrations
- Providing classroom snacks
- Eating lunch or snack with your child – please inform the teachers one day in advance
- Volunteering in your child's classroom

Parent/Teacher Conferences

Parent-teacher conferences will typically be held twice per year. The goal of the parent-teacher conference is to gain insight into your child's development both in the center setting as well as the home setting. During conferences, your child's development and any goals you may have for your child will be discussed. Parents are encouraged to request a conference whenever they feel it necessary.

Parent / Teacher Organization (PTO)

The PTO is an active organization made up of parents, teachers and other staff. The Torrence Preschool and Hawthorne Elementary PTO's work together as the Little Chiefs PTO. This group works to provide materials and resources for our students. They help support classrooms with snacks and classroom holiday parties. They also support the various programs of the building ranging from special events to a school bookstore. We invite you to be a part of our PTO group. Please contact the school's main office if you are interested. There is no fee to belong and meetings are held monthly. You can follow the Little Chiefs PTO on facebook @littlechiefspto.

Preschool Round Up

Torrence Preschool hosts a Preschool Round Up event twice annually; once in the winter and once in the spring. At Preschool Round Up parents will have the opportunity to:

- Meet staff
- Receive information about our Preschool program
- Register their students for Preschool
- Enroll with a local daycare
- Sign up for midday transportation

Students will have the opportunity to:

- Meet staff
- Meet new friends
- Participate in fun activities

Questions & Concerns

If you have a question or concern, do not hesitate to bring it to the attention of the teacher most directly involved. If the concern is not resolved, the Principal, Meghan Leenerts, can be reached at (319) 524-3503 or by e-mail at meghan.leenerts@keokukschools.org. The Principal is available to assist parents and staff in resolving concerns.

MEALS & SNACKS

Food Allergy Policy

NO HOMEMADE TREATS OR FOOD ITEMS (excluding homemade lunches) for students, will be brought into our schools either by parents or staff. All treats must be commercially prepared and packaged for distribution with intact ingredient labels. Treats may be distributed by the classroom teacher for special occasions, such as birthdays or holiday parties. Classrooms with students who have life-threatening allergies may have more specific guidelines depending on the type(s) of allergy.

(Code No. 504.2d-R1;3)

Meals

At Torrence Preschool, children enrolled in the full day Preschool program are provided a nutritious lunch. Keokuk CSD and Torrence Preschool follows the nutritional guidelines established by the Federal Hot Lunch Program. Menus will be posted on the district website at www.keokukschools.org and in our monthly newsletters. You may request a copy to take home if you would like.

Children will be encouraged to sample all foods that are offered, but will never be forced to eat. Please inform your child's teacher if your child cannot eat a certain food or has different dietary needs (e.g. vegetarian, vegan, lactose intolerant) so a substitution can be made. For certain dietary restrictions, you may be asked to provide food from home for your child. A list of healthy snack options approved by the USDA and Iowa Department of Education is available from the Keokuk CSD Food Services Director upon request.

Snacks

Each day, students will be provided a snack. Parents may donate snacks to the classrooms if they wish. All snacks provided must be pre-packaged and abide by the Food Allergy Policy.

STUDENT BEHAVIOR & EXPECTATIONS

Basic School Rules

Students are expected to:

1. Be Respectful
2. Be Responsible
3. Be Ready

Each school follows the Positive Behavior and Intervention Supports (PBIS) Iowa model. A list of more specific expectations for each building or classroom may be sent home the first week of school and are found in **Appendix A** of this handbook.

Behavior

All buildings in the Keokuk School District are PBIS schools. Through collaboration within our building and our community, it is our mission to create a successful learning environment by rewarding positive behavior and re-teaching consistent expectations.

The goal of PBIS is to proactively teach kids how to be respectful, responsible, and ready in all areas of the school including the bus and bus stops. Positive reinforcement lessens the number of discipline problems. PBIS also outlines the protocol children must follow when they have acted against school expectations. See Appendix A for the PBIS expectations of each building.

In order to ensure maximum educational benefits for all students, each student is expected to follow all regulations of the school and conduct themselves at all times in a manner fitting his/her ability, age, and grade. Copies of Board Policy Breach of Discipline Code No. 502.2 are available upon request from each school office.

Dress Code

It is our belief that appropriate student dress is an important factor in the establishment of a healthy educational atmosphere.

Students need to wear clothing that doesn't cause a safety problem for the child. Clothing including short shorts, short tops, see-through tops, and similar items are not appropriate for school. Clothing which advertises drugs or cigarettes, displays inappropriate language or an inappropriate message is unacceptable and cannot be worn at school. Personal appearance that is distracting or interferes with school learning and safety will not be allowed. Caps, hats, head gear, and similar items shall not be worn inside the building except with permission.

Student and Staff Harassment

The Keokuk Community School District has policies against student and staff harassment. Copies of this policy are distributed at registration. Additional copies may be obtained upon request at any of the school offices in this district. Bullying, which is a form of harassment, will not be tolerated. Students and parents should report harassment to the building principal.

Definition

- The state of Iowa defines harassment and bullying as follows:
 - “Harassment” and “Bullying” shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - i. Places the student in reasonable fear of harm to the student’s person or property.
 - ii. Has a substantially detrimental effect on the student’s physical or mental health.
 - iii. Has the effect of substantially interfering with a student’s academic performance.
 - iv. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - “Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager services, cell phones, and electronic text messaging.
 - “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

How to determine if there is a bullying situation?

Characteristics	Rough Play	Fighting	Bullying
Relationship between parties	Usually friends*	Usually not friends	Usually not friends
Number of Participants	May be two, but often more	Usually two	May be two, but often a group of two to three against one
Balance of Strength or Power	Usually equal (can be deliberately adjusted)	Can vary, but often is relatively equal	Unequal^
Expression and Atmosphere	Smiling or neutral face, laughter, friendly*	Staring, serious face with furrowed eyebrows, tense, hostile	The <i>inferior party</i> : often sad, depressed, crying, angry, despairing The <i>superior party</i> : may vary, but often laughter and scornful smiles; serious, not friendly^
Underlying Intention	Friendly, positive*	Negative, aggressive, desire to inflict injury or discomfort	Negative, aggressive, desire to inflict injury or discomfort, to humiliate and insult
Actively Repeated	Often yes	Usually not	Yes^

with Same Partners			
Role Switching	Yes (who has the superior/inferior position; who “wins” and “loses”)*	No	No
Self-Imposed Limiting of Own Strength	Yes, often light blows or only marking of blows; slaps (open fist), use of limited physical force*	No, to a minor degree	No, to a minor degree
Gathering of Curious Bystanders (Spectators)	No, of little interest to those who do not participate themselves*	Yes	Yes, if the bullying is relatively open and visible
Relations Immediately after Episode	The parties often participate in a new, common activity*	The participants leave each other	The participants leave each other

* Indicates characteristics that primarily distinguish rough-and-tumble play from real fighting and bullying.

^ Indicates characteristics that primarily distinguish bullying and real fighting.

TRANSPORTATION

Before & After School

KCSD provides transportation for students before and after school to regular bus stops for all qualifying students. Students eligible for specialized transportation services as listed in their Individualized Education Program (IEP) may receive curb-to-curb transportation. No students or parents/guardians are allowed to ride a KCSD bus without prior administrative approval. To request transportation, inquire about your nearest bus stop location or local daycares that KCSD transports to, please contact the bus garage at (319) 524-3690.

Bus Rules

The following are some specific rules relating to students riding school buses.

1. Bus riders are not counted tardy when the bus is late.
2. Written request from the parent is required when requesting a child ride a different bus than his/her assigned bus. This request is to be approved by the building principal and the Director of Transportation (524-3690). Approval is dependent on the number of students riding that bus.

Bus rules approved by the district will also be distributed to parents and their bus riding child(ren) at registration or during that first week of school. It is the responsibility of the parent(s) to make sure they have reviewed these rules with their child.

Riding a bus is a privilege a student can have taken away if bus rules are not followed.

TRUANCY & ATTENDANCE

Truancy is defined as the failure to attend school without reasonable excuse for the absence (Iowa Code 299.8). Legitimate reasons for an absence include illness, medical appointments, funeral of family member(s), court

appearances, family vacations (with prior notification of principal) and school-sponsored activities. An unexcused absence is when a pupil is absent from school for any one of several reasons not recognized by school authorities, such as play, work, truancy, babysitting and parent neglect. Neglect can be oversleeping, shopping trips, visiting, and other absences not approved by the building principal. When a pupil is present for only part of the day his/her attendance will be counted according to the nearest half day. The pupil who is present part of either a morning or afternoon session is counted as being present, provided he/she is present for at least two hours of that half day. Absences due to illness or accident may, at the discretion of the principal, require a written statement of verification from a doctor.

Regular school attendance of school-age children is required by state law. It is the responsibility of the school to provide accurate accounting and reporting of student attendance. This includes all absences and tardies. Parents are responsible for contacting the school when their child(ren) are absent or tardy. Failure to report an absence will result in the absence being considered unexcused.

Any child of compulsory attendance age who is enrolled in this school district and is truant for more than three (3) unexcused days per semester, six (6) unexcused days per school year, three (3) percent of the school year, or is tardy for 8 or more school days per semester, may have their case referred to the county attorney (Iowa Code 299.11). In addition, the building principal may impose discipline on the truant child in accordance with the district attendance policy (e.g. require time missed to be made up and or hold a meeting with the child and parent).

In addition to truancy, excessive absences (excused or unexcused) are a concern any time a student misses 10 or more days. At any time, administration may request a meeting for the expectation of attendance with a parent and student. (Attendance Contract).

APPENDIX A

Little CHIEFS

are

RESPECTFUL, RESPONSIBLE, & READY!

	HALLWAY	ARRIVAL & DISMISSAL	PLAYGROUND	WATER FOUNTAIN	CLASSROOM	ASSEMBLY	BUS	INDOOR RECESS	BATHROOM
RESPECTFUL	<ul style="list-style-type: none"> In passing, just wave 	<ul style="list-style-type: none"> Voice Level 0 or 1 Follow adult directions 	<ul style="list-style-type: none"> Safe hands and feet Include others in play Share and take turns Use appropriate language 	<ul style="list-style-type: none"> Voice Level 0 Wait your turn 	<ul style="list-style-type: none"> Be a good friend Safe hands and feet Share and take turns 	<ul style="list-style-type: none"> Voice level will vary Quiet hands and feet Listen to speaker 	<ul style="list-style-type: none"> Voice Level 1 or 2 Use kind words and actions Help limit bus driver distractions 	<ul style="list-style-type: none"> Voice Level 1 or 2 Follow adult directions 	<ul style="list-style-type: none"> Voice Level 0 Wait your turn
RESPONSIBLE	<ul style="list-style-type: none"> Use quiet, walking feet 	<ul style="list-style-type: none"> Follow the rules Outside—go to the playground Inside—go to the gym 	<ul style="list-style-type: none"> Pick up equipment Follow the rules 	<ul style="list-style-type: none"> Follow the rules 	<ul style="list-style-type: none"> Take care of self, materials, and environment Follow directions 	<ul style="list-style-type: none"> Participate using voice level 2 Face forward Stay seated 	<ul style="list-style-type: none"> Be responsible for your belongings Help keep the bus clean Stay on the sidewalk while walking to the bus 	<ul style="list-style-type: none"> Keep your hands and feet to yourself Use Line Basics Head directly to your designated area 	<ul style="list-style-type: none"> Clean up after yourself Flush the toilet Wash your hands Turn off the water Throw your trash in the trash can
READY	<ul style="list-style-type: none"> Use Line Basics 	<ul style="list-style-type: none"> Listen for the whistle Use Line Basics Follow adult directions 	<ul style="list-style-type: none"> "Freeze" and line up quietly on signal Use Line Basics 	<ul style="list-style-type: none"> Use Line Basics Follow adult directions 	<ul style="list-style-type: none"> Safe body Looking eyes and listening ears 	<ul style="list-style-type: none"> Use Line Basics Listen for your class to be dismissed Clap appropriately with your hands 	<ul style="list-style-type: none"> Patiently wait in line to be checked onto the bus Sit in your seat, facing forward Keep your hands and feet to yourself 	<ul style="list-style-type: none"> Use looking eyes and listening ears 	<ul style="list-style-type: none"> Leave the door open when you are finished Put the seat up or down as needed