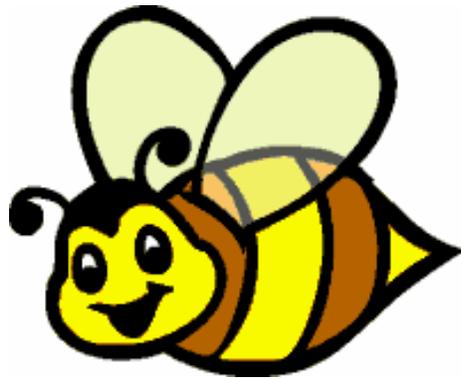


Preschool * Transitional Kindergarten

Riverside Early Learning Center

Be Respectful

Be Safe



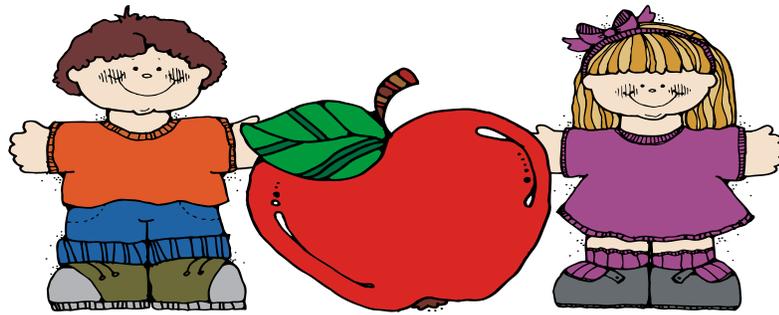
Be Responsible

Be Kind

Fort Dodge Community
School District

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Dear Parents,

Welcome to our Riverside Early Learning Center! We are looking forward to a fun and exciting year of teaching and learning!

This handbook contains answers to many questions that children and parents often ask about Fort Dodge Schools. In an effort to keep uniformity and organization throughout our school system, this booklet of information has been compiled for your reference. It also contains information specific to our building as an Early Learning Center. Please take a few minutes to read it and discuss the contents with your Riverside student. This should help acquaint you with some of our procedures and guidelines and may prevent some misunderstandings after school begins.

The Riverside staff shares with parents the desire that all children have a positive educational school experience and effectively learn the skills and knowledge that they need to become productive citizens in our society. Our expectations are high, but realistic. We expect all children to behave appropriately and treat others with dignity and respect. We expect all children to do their best and try as hard as they can. Teachers will work closely with parents to try to ensure that all children succeed in meeting these expectations. After all, we all want the same thing—the best education possible for all Riverside children.

I am looking forward to working with you at Riverside Early Learning Center this year and hope it will be a successful year for all.

Don't hesitate to call me if I can be of any assistance or if you have any questions.

The office number is 515-574-5740.

Tabitha Acree, Principal of Riverside Early Learning Center

Our Mission...

It is the mission of the Riverside Early Learning Center to provide a quality learning experience for preschool, and transitional kindergarten (TK), children. Riverside Early Learning Center is to be an inviting environment where the community, parents, and teachers collaborate to educate and establish a strong social/emotional foundation in order to provide early learning experiences for every child. We will strive to develop a love of learning and ignite curiosity one child at a time. We will teach the necessary skills and understandings for each child to develop academically and socially throughout their lives.

The Riverside Early Learning Center will provide each child with a quality, research-based, comprehensive curriculum which incorporates the Iowa Early Learning/Iowa Core Standards, and which is adapted to meet the individual needs of each child. This quality curriculum will provide the children with opportunities to learn through play activities, small group activities, as well as large group experiences. We will create a nurturing environment by encouraging early learning and teaching to individual learning styles. We are committed to providing the highest quality preschool experience to our early learners!

Contact Information:

Address: 733 F Street

Grade Levels: Preschool and Transitional Kindergarten

Phone: 515-574-5740

District Website: www.fdschools.org

Preschool: Monday through Friday from 8:10am - 2:30pm

Transitional Kindergarten: Monday through Friday from 8:10 am- 3:15 pm

Building Character with PBIS

The Fort Dodge Community School District Elementary staff is excited to share with you an important building initiative. It is called **Positive Behavioral Interventions and Supports**. This model is being implemented throughout the district in all buildings. PBIS was established to address the behavioral and discipline systems needed for successful learning and positive social development for our students. It is a process for creating a safer and more effective school environment. PBIS focuses on improving our schools' ability to teach and support positive behavior. PBIS is not a program or a curriculum. It is a system we have developed to provide consistent procedures and processes for all students and all staff in all school settings. PBIS uses a system of acknowledgements that will help motivate students to try their best and to encourage others as well.

We have adopted the following expectations. You will see these expectations posted throughout the school and your child will be learning them.

Be Kind
Be Respectful
Be Responsible
Be Safe

When students are caught exhibiting these characteristics, their positive efforts and behavior will be acknowledged by our staff. It is our mission that, by focusing on the positive, we will encourage students to show good character and work to their best abilities.

If you have any questions about Positive Behavioral Interventions and Supports, please feel free to contact your child's teacher. We look forward to seeing all of the benefits that PBIS will provide our staff and students.

We appreciate your support.

This handbook is an extension of Board policy and is a reflection of the District goals and objectives. The Board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy, and vice-versa. Students shall not use abusive language, profanity or obscene gestures.

This handbook and District Board policies, procedures, rules, and regulations are in effect while students are on school grounds; district property, or on property within the jurisdiction of the district; while on school-owned and/or operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the District.

District policies, procedures, rules, and regulations are in effect 12 months a year. Students who fail to abide by District policies, rules, and regulations shall be disciplined for conduct which:

- ◆ disrupts or interferes with the education program;
- ◆ disrupts the orderly and efficient operation of the District or school activity; disrupts the rights of other students to obtain their education or to participate in school activities; or interrupts the maintenance of an appropriate educational environment.

Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. The discipline imposed will be based upon the facts, the circumstances surrounding the incident, and the student's discipline record.

The District reserves and retains the right to modify, eliminate or establish policies, rules, and regulations as circumstances warrant, including those contained in this handbook. Students and their families are expected to know the contents of this handbook and comply with the expectations. Students and/or parents with questions or concerns may contact the school's office or the Administration Office about the information provided.

For complete school district information and Board Policies visit our website at www.fdschools.org

Policies/Procedures (District-Wide)

ACCIDENT AND EMERGENCY INFORMATION: Each year at registration time you need to provide the school with accident and emergency information (e.g., home and work phone number, a phone number to contact in case of an emergency.) **If the information changes during the school year, please notify us.**

CHANGE OF ADDRESS: Please notify us in advance when you plan to move to another attendance area in the District, or out of the District. When registering outside the District, that school will need to send a request for student records to us before records will be released.

CHILD CUSTODY: When parents are divorced, both parents have rights regarding their children. If a court order exists that limits the rights of one parent, a copy of the court order must be provided to the school(s). If the court order is not on file at the school(s), we must provide equal rights to both parents.

COMMUNICABLE DISEASES: The rules and regulations of the Iowa Department of Health pertaining to the control of communicable diseases in school are available from the school nurse. Students with any of these diseases should be under a physician's care. The school nurse should also be contacted.

DISCIPLINE: Effective discipline is necessary for quality education to occur. A goal of each Fort Dodge school is to meet the unique needs of each student. To meet that goal, it is essential for the home and school to work closely together in promoting student self-discipline, responsibility, and appreciation of the rights of others. The District has a comprehensive discipline policy, that can be found on the district's website under the parent tab. The Fort Dodge Community School District has adapted a systematic school wide positive behavior interventions and support system (PBIS). All staff and support staff are going to take responsibility to teach positive behavior expectations to students. Students will know exactly what is expected of them to meet school-wide expectations. Our expectations are Be Kind, Be Respectful, Be Responsible, and Be Safe. We want every student to behave in a manner that will let all students get the most from school. At school, we must see that students are not denied learning opportunities due to behavior problems that occur in the classroom. The District has adopted the policy that any student who brings a firearm or dangerous object onto school property, at a school event, or in school vehicles, or knowingly possesses a firearm or dangerous object on school property, at a school event, or in school vehicles, shall be considered for expulsion for a period up to twelve (12) months.

REMINDER- The district is responsible for student behavior, only while students are on school property or on school buses and is in session, or at school sponsored events. The District is not responsible behavior walking to and from school or while waiting at bus stops, etc.

DRESS CODE: Students are expected to dress in a manner that meets standards of cleanliness, health, and safety. Clothing, apparel, and accessories that promote products that are illegal for use by minors (advertising of drugs, alcohol, or tobacco) or that display obscene materials or profanity, or reference prohibited conduct are not allowed. Clothing or accessories that are dangerous or could be used as a weapon are prohibited (e.g., chains and studded collars).

When the student's appearance interferes with school work or creates a disruption in the learning environment, appropriate steps will be taken. Based on the requirements stated here, the student may be required to make modifications in that appearance or style of dress.

DRILLS: Fire are held monthly and tornado drills are held at least four times a year. These drills are to prepare all of us for an actual fire or tornado. Please stress the importance of these drills with your child(ren).

EARLY DISMISSAL-DUE TO WEATHER: It is sometimes necessary to dismiss school early due to bad weather. During districtwide registration you signed up for the automated calling system. This system automatically calls your home phone, cell phone or sends a text message when school is being dismissed due to inclement weather. If you need to revise any numbers you have submitted please contact your school office.

EARLY DISMISSAL-DUE TO PROFESSIONAL DEVELOPMENT: Districtwide professional development is regularly scheduled throughout the year. Dates and dismissal times are found on the school calendar.

HARASSMENT/BULLYING: The District is committed to the belief that employees and students have a right to an environment that is free of harassment/bullying and discrimination. Harassment/Bullying including electronic harassment of employees and students will not be tolerated. See Board Policy.

HOMELESS FAMILIES

Anyone who, due to lack of housing, lives

- in emergency or transitional shelters
- in motels, hotels, campgrounds, abandoned in hospitals, or awaiting foster care
- in cars, parks, public places, bus or train stations, or abandoned buildings
- doubled up with relatives or friends

Also includes migratory children living in these conditions.

Contact: Marcy Harms, 574-5678 or Tabitha Acree, 574-5740

ITEMS FROM HOME: If children bring electronics, snacks or toys, etc., from home, all items must be stored in their bags upon entering school. These items must stay in the bag until students leave the building. Toys may not be brought from home to play with during recess. The school is not responsible for lost or broken items.

LOST AND FOUND: Please put the student's name on all items coming to school (e.g., coats, hats, mittens, boots). Labeling items will help identify found items and settle questions regarding ownership. Each building has a "Lost and Found" area.

NEWSLETTERS: Newsletters will be accessed electronically throughout the year on the building page of the district website www.fdschools.org. If you prefer, a hard copy please contact your building office. They provide important information about school issues and happenings.

MEDICATION: Students with a doctor's prescribed medication may have it given at school. Parents are required to bring the medicine to school. The medicine must be in a container marked with the pharmacist's label and must include the student's name and the amount prescribed. The medicine must be kept in the school office, and the student will have to come to the office to take the medicine. To administer this medication, the school will need to have a school form signed by the family. We urge you to discuss with the doctor prescribing a medication whether it is absolutely necessary to receive the medication during school time.

NON-CUSTODIAL FORMS: The non-custodial parent is asked to complete a form in order to receive report cards, attendance information and any other communication regarding their child. These forms are kept in the Principal's office at each building. Please contact the school if this form is needed.

NURSE: A school nurse will spend a portion of each four day cycle at each elementary school and is on call the other days. When you have a health-related question, please contact the nurse. Nurses will not diagnose illnesses.

PARENT RIGHTS: As a parent, you have the right to review your student's permanent school record. An appointment is necessary to make such a review. Only important, factual information will be included in the permanent records. Board Policy limits access to that information. Permission by the parents is needed for such records/information to be given to outside District sources.

PETS AT SCHOOL: Permission must be obtained from the teacher and the Principal before any pet is brought to school. An adult must bring the animal to school, show it to the class, and then take it home. Pets must have rabies vaccinations before being brought to school.

PICTURES: All students will have their picture taken each year. You will be informed as to the date and picture-packages available for purchase. You will need to decide which package, if any, you want to purchase and send the money to school. The school must have the money when the pictures are ordered.

SPECIAL SERVICES PROVIDED BY PRAIRIE LAKES AREA EDUCATION AGENCY 8

AUDIOLOGISTS: Pre-kindergarten students will have his/her hearing checked. Students with special needs and students who are referred by their teachers also qualify for this service.

SPEECH/LANGUAGE SERVICES: Referrals for speech and language services can be made by teachers and parents to the Principal. These services include:

- a. Identification of communication problems (ex. articulation, mispronouncing speech sounds, language, difficulty in understanding and/or using words, unusual voice characteristics, hoarseness or loudness, fluency, repetitions, blocks or prolongation of words)
- b. Remediation of communication problems; and
- c. Prevention activities.

SPECIAL NOTE: Occupational and Physical Therapists, Social Worker, and Psychologist Services can be available upon request.

TECHNOLOGY: Students in grades PK-4 have supervised use of the Internet. Students who do not use the Internet for the educational purposes for which it is intended will lose Internet access and as a result, the student will be required to use traditional resources to complete assignments. Please contact the school office if you DO NOT want your son or daughter to be allowed to use the Internet. A complete copy of the Acceptable Use of Telecommunications/Computer Resources policy and its procedures can be found on the District's website.

VANDALISM: Any person(s) willfully damaging (vandalizing or destroying) school property is/are responsible for such damage. State law states that the parent(s) is/are responsible for the vandalism done by children who are minors.

VISITORS TO SCHOOL: Parents are welcome and encouraged to visit the school. We do ask you to report to the Principal's office before you go to a classroom. District policy does not allow outside District students to visit classes. The Principal will determine exceptions.

VOLUNTEERS: We welcome parents who wish to volunteer at school. Volunteers help in many ways (e.g., reading to children, library help, flash card drills, or helping children with problem areas.) If you are interested in volunteering, please talk to your child's teacher.

WEAPONS/DANGEROUS OBJECTS: Weapons, dangerous objects, "look-a-likes", and other items used as a weapon are not allowed in school, on school grounds, at school events, or in school vehicles.

Policies/Procedures (TK)

ABSENCES AND SCHOOL ATTENDANCE LAW: Board Policy concerning student attendance states that all students be in attendance 178 days. When a student is unable to be at school, please call the school by 9:00 a.m. to explain the reason for the absence. A telephone call will be made to your home if we don't hear from you. A doctor's note to explain prolonged or frequent absences may be requested. When absences are frequent and/or unexcused, a home visit will be made. When you know ahead of time the specific date(s) when a student is going to be absent, please inform the school. When it is necessary for a student to leave school early (for a doctor's appointment, etc.), a written excuse must be provided. Arrangements will be made to send homework home ahead of such absence(s). All schoolwork missed during any absence is to be made up.

BUS PROCEDURES: At times, all students could be transported on a school bus. Bus-rider rules, for safety reasons, must be followed. Elementary students who live two (2) miles or more from their assigned school are eligible for free bus transportation to and from school. The student must be signed up for riding a specific bus. Please read the rules and discuss them with your child(ren).

CELL PHONES: The use of cell phones at school is discouraged. In the rare occurrence that a student needs to have their phone at school, the student will be required to turn off the phone prior to entering the building and place it in their locker for the entire school day. The cell phone cannot be used until the student exits the school building. If a phone is found or heard anywhere in the building it will be confiscated and turned in to the Principal. The phone will be held in the Principal's office until a parent comes to pick it up. The school will not be held responsible for lost or stolen cell phones. Parents we really need your support on this issue. All communication between student and parents should be done through office phones, not personal cell phones.

ENTRANCE REQUIREMENTS: A birth certificate and certificate of immunization are required for each student enrolled in the District. It is required that all Pre-kindergarten students have a physical exam, a dental screening and have a Lead Level test before starting school. Iowa law states "no child shall be admitted to any public school for the year immediately preceding the first grade unless she/he is five years of age on or before September 15 of the current school year."

EXCUSES RELATED TO ACTIVITIES: Students are required to participate in outdoor recess activities unless they bring a written excuse for a specific day or days. A student that is too sick to go outdoors for a few minutes is probably too sick to be in school. The Principal may require a doctor's note if such requests are received for more than a few days in a row. Participation in physical education class is required. A written excuse will be needed for a student to be excused from physical education.

FIELD TRIPS: Field trips are well-planned educational experiences for our students. Such trips are extensions of the classroom and have educational value. A signed permission slip is necessary for a student to be able to go on a field trip. Permission slips will be sent home prior to the trip. If this written permission is not returned to the school, the student will miss the field trip and remain in the building.

IMMUNIZATION LAW: Children 4 years of age and older must have the following immunizations:

- ◆ 5 doses of Diphtheria/Tetanus/Pertussis with 1 dose after 4 years of age
- ◆ 4 doses Polio, with 1 dose after 4 years of age
- ◆ 2 doses of Measles/Mumps/Rubella
- ◆ 3 doses Hepatitis B
- ◆ 2 dose Varicella, unless the applicant has a reliable history of natural disease

One of the following must be completed and presented to the school upon enrolling:

a) Certificate of Immunization; b) Provisional Certificate or c) Certificate of Immunization Exemption

Students who have a Provisional Certificate must have the immunization completed within 120 days. Medical exemptions are granted only by a doctor. If you have any questions, please contact the school nurse.

INCLEMENT WEATHER AND OUTSIDE ACTIVITIES: Students will go outside for recess unless it is raining or extremely cold. During cold weather, students should come dressed warmly, including hats and mittens. Wearing boots during wet or snowy weather is recommended.

LIBRARY MEDIA CENTER (LMC): Books, tapes, magazines, etc. are available in the LMC for use by students. Some of the resources relate to the subjects and units taught at each grade level, while others are for entertainment and reading for pleasure. Students will be informed how the LMC is arranged and how to locate books and materials. Checked-out books are due on the first and fifteenth of each month. If you have lost or damaged a book, it must be paid for by the family.

MEALS AND LUNCHROOM: Breakfast and hot lunch are available to students. One carton of milk is provided with each hot lunch. Additional milk may be purchased. Students may bring a lunch from home. Students may bring money to school to put into their dining account or their parents may go online at www.fdschools.org. Click on School Dining System., you may use credit card, debit card or electronic check. Applications for free or reduced meals will be available at registration or may be obtained from the main office. Those who wish to qualify for such meals are to fill out the forms and send them back to school for final approval. In accordance with state and federal law, the Fort Dodge Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of

expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program. Students have use of a meal account. A student may charge no more than **\$-20.00** per family account. When an account reaches **\$-20.00**, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches **\$-10.00**. Families will be notified by letter sent via US mail and the Infinite Campus automated calling system.

Good behavior is expected in the lunchroom at all times. Good manners are a must. Inappropriate behavior will not be tolerated. If you have questions regarding the Food Service Department contact Brenda Janssen 515-574-5673 or if you have questions about your lunch account contact Ursuala Roberts, 515-574-5677.

NON-BUS STUDENTS: Students walking to school or being dropped off at school should not arrive before **7:45**. Walking students should use the safest and most direct route. If there are streets with no sidewalks on the route, remind the student to walk as close to the curb as possible. There is no playground supervision provided after school. For that reason, we insist students go directly home.

NOTES: A note from home is required when a student is to leave during the school day (e.g., doctor or dentist appointment, funeral, etc.) We encourage families to keep the school office and teachers informed about anything that is an exception to your normal routine and could affect learning.

PARKING: When dropping off or picking up students, please park in designated parking areas. Please refrain from parking in the bus zone, marked by striped yellow lines (in front of the flag pole). There are two handicapped parking spaces and one space for a daycare van. Vehicles in the no parking areas (striped yellow lines) will be kindly asked to move.

PLAYGROUND: The school playground has space for many different activities. Supervision is provided during recess periods. Teachers will make students aware of the playground rules at the beginning of school. We do not allow roughhouse play at any time. Students are to respect the rights of others and play fairly. Students will be expected to line up when the bell rings to enter the building. During wet weather, boots will be needed for students who wish to play off the black topped areas. Students who are unable to behave in an appropriate way will lose recess privileges. Toys may not be brought from home to play with during recess.

TARDINESS: Students are expected to be at school on time. A note from the family giving the reason for the tardiness is to be sent with students who arrive at school late. Excessive tardiness is a serious matter. Tardiness will result in making up time missed, completing extra homework, etc.

STUDENT FEES AND FEE WAIVER: The Board on an annual basis shall determine student fees, fines, and charges.

A fee waiver shall be granted for students whose families meet the financial eligibility guidelines for free meals, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or if the student is in foster care. The fees may be partially waived if the student's family meets the financial eligibility criteria for reduced priced meals.

A waiver request for total or partial fee reduction must be officially documented to school officials. Families who believe they may qualify for a waiver should contact the building principal and request a waiver-request form.

Students whose families are experiencing temporary financial difficulty may be eligible for a temporary waiver of the fees. Families who believe they may qualify for a temporary waiver should contact the building principal and request a waiver-request form. Fee waivers do not carry over from school year to school year. They must be annually requested.

TELEPHONE: Use of the school telephone by students is permitted only in the case of an emergency. Please do not call your child(ren) during the school day. Emergency messages may be left with the building secretary.

REPORT CARDS: You will receive report cards at the end of each trimester. At the end of the first and second trimester conferences will be held. At these conferences, parents will review work students have done relevant to district standards and benchmarks. When you have a question regarding a mark or about your child's educational progress in general, please contact the teacher.

TESTING: Elementary students participate in state and district-wide assessments. You will be notified when testing occurs. Please make sure the student is well rested, properly fed, and has been encouraged to do his/her best.

All About Preschool

Preschool Admission Requirements:

1. A child must be 4 years old on or before September 15th.
2. Children enrolled in preschool are required to show proof of a complete physical examination by a physician. Proof of immunization must be present before the child attends school. Children must also have proof of a dental examination and vision screening.
3. Students will be enrolled on a first-come, first-serve basis.
4. Your child will be considered registered in our Early Learning Center when all forms have been completed and returned to the Central Administration Office. There is also a \$50 non-refundable, registration fee for students entering the 4-year-old Grant Preschool Program (not applicable for Head Start Students). All children need to register at the Fort Dodge Community School District Central Administration Office located at 104 South 17th Street prior to entering preschool. The office is open from 8:00 am - 4:30 pm Monday through Friday.
5. We must have your address, telephone number at home, work, and cell, and a current email address, along with any baby-sitter information. Please notify us immediately of any changes.
6. Students with an Individualized Education Program (IEP) will be served on an individual basis.

General Information for Preschool Families:

1. Preschool will be offered classrooms with general education and special education students. Some classrooms follow Head Start Standards, and some preschool classrooms follow Quality Preschool Program Standards (QPPS). Your child's teacher will provide you with specific information regarding the standards your child's classroom will follow.
2. Students that arrive to school between 7:45 and 8:10 are to go to the cafeteria for supervision and optional breakfast. Optional breakfast is served in the cafeteria from 7:45-8:10. Students are not allowed in the building prior to 7:45. **Students are not to go to their classrooms prior to 8:10.**
3. Field trips may be scheduled throughout the school year. Notes will be sent home prior for approval and other information for the individual trips.
4. You are invited to share and exchange information on an ongoing basis with your child's teacher.

5. Sunscreen and bug repellent application will be an option for your child to have for outdoor play. These items will be an option on the supply list. If you choose to have these for your child, there will be forms to sign for your approval.
6. Tooth brushing will become a part of the daily routine, once a day while at preschool.
7. School lunch menus are posted at Riverside and are available on the Fort Dodge Schools website. All food is prepared, served and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program.

Parent Responsibilities:

1. **Students are not allowed in the building prior to 7:45 am and they should be picked up by 2:30 pm.** Class will run from 8:10 am - 2:30 pm Monday through Friday.
2. **Please do not send your child to school with infections or illnesses that might disrupt or cause other children to become ill.** If your child is too sick to go outside for recess, then please do not send them to school. Please call the school office if your child is ill for the day by 9:00 am. A child must be without a fever, vomiting, and diarrhea for 24 hours before returning to school. Please notify the teacher if your child has contracted a communicable disease. A child having the following symptoms should not be in school:
 - Acute cold, sore throat, swollen glands, ear ache, or red/discharging eyes
 - Temperature shown by a thermometer greater than 100 degrees (24 hours free from fever before returning to school) If you have given your child medicine at home that morning to lower your child's temperature, your child is sick and should stay at home.
 - Nausea/vomiting or diarrhea
 - Skin eruptions or rashes
3. Please dress your child in suitable clothing for indoor and outdoor play. **For safety reasons, tennis shoes or secured sandals are required at all times.** We will use the 10/10 rule for going outside during the winter months. If the temperature is below 10 degrees or the wind chill is below 10 degrees, we will stay inside. **Snow pants, snow boots, hats, and gloves/mittens are required at all times during the winter, even if there is not snow on the ground.**
4. You are welcome to take part in our classroom and in our school in a variety of ways: working with the teacher, helping on field trips, classroom parties/celebrations, or acting as a resource for a variety of personal, cultural, occupational, or specialized interest experiences. We do ask that you keep your visits to no more than 1 hour.
5. If your child has a toileting accident while at school, certain procedures will take place. A teacher or teacher's assistant will assist your child in changing into clean, dry clothes.

However, due to U.S. Department of Health and Human Services regulations, we are not allowed to clean the soiled clothing. The soiled clothing will be placed in a bag and sent home with your child.

Curriculum:

Fort Dodge Community School District Preschool will use a scientifically research-based curriculum: Creative Curriculum. Teachers will communicate with parents regarding the current unit/topic focus and any other essential information. Your child's learning will focus on the following domains, per Creative Curriculum Standards:

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

School Begins at Home:

We want every child to experience success at school, and you can help your child do so. Getting your child's day off to a good start is one of the best things you can do for him or her. You can make sure your child starts each day on a positive note by cooperating with and supporting our efforts in the following ways:

1. Good nutrition maximizes your child's day at school. Please provide your child with a nourishing breakfast and lunch.
2. Send your child to school on time, not late or too early.
3. Teach your child to respect and obey all school adults. All teachers and other adults (including secretaries, custodians, aides, and cooks) have authority and are responsible for the safety of children and general building order.
4. Talk with your child about treating other children in the same manner as she or he wishes to be treated (avoid name calling, arguing, etc.).
5. Tell your child to go directly to and from school using the same route/routine every day.
6. Send your child to school properly washed and dressed, using the dress code and weather conditions as guides.

7. Above all else, tell your child when she or he is doing a good job in school - praise him or her for good efforts and good behavior at school. We will do the same at school.

This can be a successful learning experience for your child, but it will take a lot of hard work on his or her part as well as your cooperation as parents. It's worth everyone's best effort, and we guarantee to give each child our very best.

All About Transitional Kindergarten (TK)

Transitional Kindergarten Admission Requirements:

1. A child must be 5 years old on or before September 15th.
2. Children enrolled in TK are required to show proof of a complete physical examination by a physician. Proof of immunization must be present before the child attends school. Children must also have proof of a dental examination and vision screening.
3. Students will be enrolled on a first-come, first-serve basis.
4. We must have your address, telephone number at home, work, and cell, and a current email address, along with any baby-sitter information. Please notify us immediately of any changes.
5. Students with an Individualized Education Program (IEP) will be served on an individual basis.

TK Overview:

Transitional Kindergarten will run from 8:10 to 3:15 every day. TK students will:

- Develop beginning math skills (calendar, number recognition, counting, patterns)
- Explore science (water play, nature walks, seasons, cooking activities)
- Enjoy social studies (cultural awareness, holidays, character development, the world around us)
- Explore literature and recognize print in books, magazines, and the environment
- Develop handwriting skills (fine motor development)
- Learn about letters and their sounds
- Learn to take responsibility for our actions
- Learn their full names, addresses, phone numbers, birthdays, and parents' names
- Take care of classroom and personal items
- Learn safety rules

- Develop good social skills (getting along with others)
- Learn through play (gross motor development)
- Develop computer skills
- Enjoy music and movement activities in our classroom
- Create arts and crafts in our classroom
- Participate in outside playtime and the gym

Curriculum:

Transitional Kindergarten fully address many aspects of a strong early childhood curriculum and it integrates the following subject areas:

- Social, personal, and emotional development
- Oral language development
- Early literacy skills
- Physical development & movement
- Health & safety
- Math
- Science
- Social studies
- Technology
- Fine arts

General Information for TK families:

1. Students will take turns bringing snacks for the class via the Treat Bucket. Snack calendars will be sent home before the first day of every month on the back of their take home folder. On the day prior to your child's snack day, he/she will come home with the treat bucket to fill with snacks. Return the bucket the next day with your child. All snacks must be store-bought and relatively healthy. Suggestions include:

* Crackers * Cheese * Fruit * Applesauce * Veggies * Raisins *

* Pudding /Jell-O Cups * Teddy Grahams * Granola Bars*

Parent Responsibilities:

1. Have a positive attitude about school. Be interested, excited, and proud of what your children are doing and learning.
2. Please read to your child daily.
3. Help your child get organized for school, perhaps the night before.
4. Make sure your child has lots of sleep, especially in the beginning of the year. Most five year olds need at least 10 hours of sleep per night.
5. Breakfast is important if your child is to be an efficient learner.
6. Help your child complete their homework assignments, but do not do it for them. We want to create good study habits for the future!
7. When helping your child with handwriting, please form the letter in the same way they are being taught at school to avoid confusion. Please start letter writing at the top, and go down, and work on writing names with a capital letter for the first letter only.
8. Attendance- School attendance is very important. Please make sure that your child is at school on time each day. If your child is going to be late or absent for any reason, please call the school office in the morning.
9. Take Home Folders- Each child will bring home a take home folder. Please clean out this folder each night and send it back to school the next day. There will be notes, homework, snack calendars, behavior charts, etc. in these folders. Please send any notes to school in the folder as well, as staff will look at them each morning. It is important to make sure that if your child is going home from school a different way than normal to call the office or send a note in their folder. If you need to send money at any time, please put it in an envelope with the student's name and what the money is for.
10. School Bags: Please have your child bring their school bag every day. This helps their books, folder, and projects get home safely. Please check your child's bag daily and remove anything that does not need to return to school. Please help keep extra toys and trinkets at home. Ask your child questions about their daily work to convey your interest in them and what they are learning at school



It is the policy of the Fort Dodge Community School District not to discriminate on the basis of race, creed, color, ancestry, age, gender, sex, sexual orientation, gender identity, national origin, disability, physical attributes, religion, political party preference, political belief, socioeconomic status, veteran's status, actual or potential parental, family or marital status in its programs, services, and employment practices. If you have questions or grievances related to this policy, please contact Marcy Harms, Director of Student Services, Central Administration Office, 104 South 17th Street, Fort Dodge, IA 50501, (574-5678) or contact the Civil Rights Midwestern Division for U. S. Department of Education Office, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544. (Alternate for Section 504 is Lis Ristau, Director of Special Needs, [515-574-5675](tel:515-574-5675)).

The District's Compliance Coordinator for Affirmative Action is Robert Hughes, Assistant Superintendent, who can be reached at 574-5657 or 104 South 17th Street, Fort Dodge, IA 50501.

The District's Designated Investigator of Physical/Sexual Abuse of Students by School Employees is Marcy Harms. She can be reached at 574-5678 or 104 South 17th Street, Fort Dodge, IA 50501. The alternate is Corey Moody. He can be reached at 574-5469 or 819 North 25th Street, Fort Dodge, IA 50501.

The District's Officer for Harassment Complaints and Allegations is Marcy Harms, Director of Student Services. She can be reached at 574-5678 or 104 South 17th Street, Fort Dodge, IA 50501. 01/17