

Union Preschool Handbook



2023-2024

Welcome to Union Preschool!

We are a 4 year old preschool program that is run by the Union Community School District. Our program is designed to provide a high-quality preschool program meeting each child's educational needs to prepare them for kindergarten.

Contact Information

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Preschool Philosophy/Statement of Philosophy

The Union Preschool strives to provide our preschoolers with high quality early learning experiences. Our program focuses on the social, emotional, physical, language, cognitive, and academic skills of each child. Our classroom is a safe, nurturing environment where students with varied abilities, needs, and learning styles are met. This is accomplished through hands-on, interactive learning experiences for students to grow in their environments.

Preschool Enrollment/Registration

- Children must be 4 years old by September 15th.
- To assure your child has the maximum protection and to comply with state licensing standards, the following forms are required for preschool enrollment:
 - Preschool Registration Form
 - Medical Consent Form
 - Authorizations
 - Migrant Education Parent Form
 - Physical Report Form signed by the physician

- Immunization Form signed by the physician
- Birth Certificate (Copy)

Home Visits

A home visit is required to be completed with families who have a student enrolling in the four year old program prior to the beginning of the school year. This visit will be scheduled at Back-to-School Night in August.

Curriculum & Conferences

We follow the Creative Curriculum, Really Great Reading-LaunchPad, Handwriting Without Tears, the Iowa Early Learning Standards, GOLD Assessment, and the myIGDI's Assessment.

Four year old preschool students will have two conferences per year; one in the fall and one in the spring, on the same nights as the elementary school. If you have questions or would like to meet one on one with your child's teacher, a time can be set up to do so.

Arrival/Departure

The preschool entrance doors will be unlocked or opened by the teacher at the beginning and end of class. Do not go through the main entrance of the school. **Please notify the teacher in writing or by phone if there is a change in who is transporting your child.** We will not dismiss a child to anyone that is not listed on the Preschool Registration Form.

Union Community School District offers one-way transportation for 4 year old preschool children. If the child attends the AM section of preschool, they may ride the bus TO school. Parents are responsible for their transportation home. If the child attends the PM section of preschool, they may ride the bus FROM school. Parents are responsible for their transportation to school.

Class Times and Schedule

We will meet on Tuesday, Wednesday, Thursday, and Friday from 8:00 a.m. - 11:20 a.m. and 11:50 a.m. - 3:10 p.m. We ask that the child be brought to school at the time their section begins and be picked up promptly at dismissal time.

Daily Schedules will be shared separately at the beginning of the year.

School Cancellations and Two Hour Delay

If the Union Community School District cancels school, there will be no preschool. (Watch WMT, KCRG, KWWL or sign up for the text alerts for dismissals.)

2 Hour Delays:

A.M. Section: 10:00 a.m. - 12:20 p.m.

P.M. Section: 12:50 p.m. - 3:10 p.m.

Early Dismissal:

A.M. Section: 8:00 a.m. - 11:20 a.m.

P.M. Section: No class if canceled before the pm section starts.

Attendance

Students who are enrolled for classes in the Union Community School District are expected to be in school for the full session and are expected to be punctual in their arrival and departure. Students are not expected to be absent any more than is necessary for health reasons or appointments. Please contact the elementary office or preschool teacher with the reason for an absence. For the safety of the child, if a student is absent without notification, the school secretary will attempt to contact the family to verify the child's absence from school.

Snack

Nutritional snacks are provided during class time. The snacks meet the nutritional standards set by the Iowa Quality Preschool Standards. Milk or water is included with the snack. There is no charge for the snacks.

Birthday treats sent by parents must be store bought and prepackaged. No candy. Please let the teacher know prior to your child's birthday so we can plan ahead. We will supplement with a nutritional snack if it does not meet the guidelines and send the birthday treat home in backpacks.

Parents should indicate on the Medical Form if there is a **FOOD ALLERGY**. This is very important!

Dress Code

Children should wear seasonally appropriate clothing to preschool. Preschoolers learn through creative and active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toed shoes to school. **No flip-flops please!** While we encourage the use of paint smocks or shirt during art projects we can't guarantee that spills or stains will not occur. All families are encouraged to provide an extra set of clothing for their child in case of an accident or messy play in their child's backpack.

Please dress appropriately for the outdoor weather. We will go outside when the weather permits. Winter clothes include: warm coat, mittens or gloves, a hat, snow boots, and snow pants.

Objects from Home

Due to the ample amount of toys and learning materials at school, we ask that your child leaves their toys at home. The program cannot be responsible for lost or broken toys brought from home.

Field Trips

Field trips are part of the preschool curriculum. The school district will provide transportation when necessary.

Visitors

Union Preschool has an "open door" policy. We do ask that you set up a time to visit due to class schedule (outdoor time, library visits, etc.) If for any reason a family member should not be allowed to have access to your child, a copy of the court order must be on file with the program. **No Pets Allowed.**

Physicals and Immunizations

We need a current physical on file. If your child's physical expires during the school year, please turn in a current copy after the next doctor visit.

