

Iron Mountain-Kingsford  
**Community  
Schools**



**A Land of Discovery  
at Woodland Elementary**



## **Schedule for 2022-2023 Preschool**

### **Woodland Elementary Classroom**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:15 a.m. to 11:15 a.m.</b>	<b>8:15 a.m. to 11:15 a.m.</b>	<b>8:15 a.m. to 11:15 a.m.</b>	<b>8:15 a.m. to 11:15 a.m.</b>	<b>8:15 a.m. to 11:15 a.m.</b>

**Iron Mountain - Kingsford  
Community Schools  
Preschool classes have an  
Open Door Policy.**

**Parents are welcome to stop in and  
observe the classroom at any time.**



The Iron Mountain-Kingsford Community Schools Preschool Program provides a learning environment that is designed to stimulate children into learning and working well with others. Our program is designed to offer both flexibility and structure with teacher-directed and child-directed activities. The program is developmentally appropriate and is based on the whole child approach.

Our goal is to promote childhood development with valid, meaningful interaction. We will establish an appropriate and solid foundation for early learning and avoid too-much-too-soon strategies. We will be utilizing developmentally appropriate curriculum in the following domains: Social Emotional, Literacy, Mathematics, Physical, Cognitive, Science, Technology and Art. Our program is designed to academically prepare the children for Early Kindergarten or Kindergarten with emphasis on the needs and differences of the individual child.

To be in Pre-School, your child must be **4** years old prior to **September 1<sup>st</sup>** and must be toilet trained. We do accept students with special needs. We will work to the best of our ability to service each child and family.

## Registration and Billing

Parents can register by telephone (906) 779-2660 Ext. 1 or in person.

The billing procedure will be as follows:

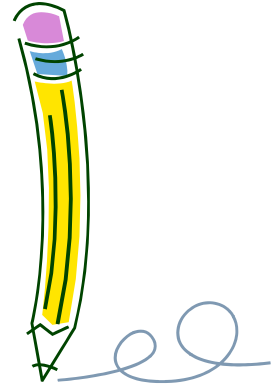
- 1) At the end of each month the number of days school was in attendance will be calculated.  
( $\$3.50 \times 3 \times \text{number of days in the month}$ )
- 2) The bill will be sent to the email address listed on your child's account on the 1<sup>st</sup> of the month.
- 3) The bill is due 10<sup>th</sup> of each month.

The \$50.00 registration fee will be due in July and deducted from your first invoice. We accept cash, checks, Visa, MasterCard and Discover. You may also sign up for Automatic Credit Card Payments. We also accept DHS payments.

# Admission Policy and Required Forms

In order to comply with the state regulations for child care licensing, all children enrolling are required to fill out the following forms:

- Child Information Record
- Health Appraisal Form - This must be filled out by a licensed physician.
- Allergies/Special Health Concerns Form/Insurance Form
- Non Prescription Over-the-Counter Topical Medication Form
- Immunization Record and Release Form
- Child Placement Contract
- Photo Release Form
- Pick-Up Consent Form
- Snack Agreement
- Field Trip Consent Form
- Payment Contract
- Parent Notification of Licensing Notebook Requirements



All forms must be completely filled out and signed. During the year if any information changes on the above forms, please let us know so we can update your records. All information must be turned in before your child's first day. No child will be denied admission on the basis of race, creed or religion.

## Dress

Please dress your child in **comfortable, practical and washable clothing**. We do a lot of activities that may be messy and rough on clothing, especially the knees. Children should be able to snap, zip or button clothing on their own after using the bathroom. They love to be independent and say **"I can do it!!"** We suggest sweat pants or easy pull on pants and a simple top instead of button pants or hard belts. Also, tennis shoes or rubber sole shoes are the safest shoes, especially in the gym. Please remember that sandals and flip flops are impractical for gym and outdoor play. Please be sure to send an extra change of clothes in your child's backpack because accidents happen.

**Please write your child's name in all jackets, backpacks & lunch boxes.** If your child is missing something, please check our Lost and Found Box.

# Program Design

IM-K Community Schools Preschool Program uses The Creative Curriculum for Preschool that follows the Developmentally Appropriate Practices established by the National Association for the Education of Young Children (NAEYC). The objectives of The Creative Curriculum assist us in planning and assessing children's learning and in supporting the whole child.

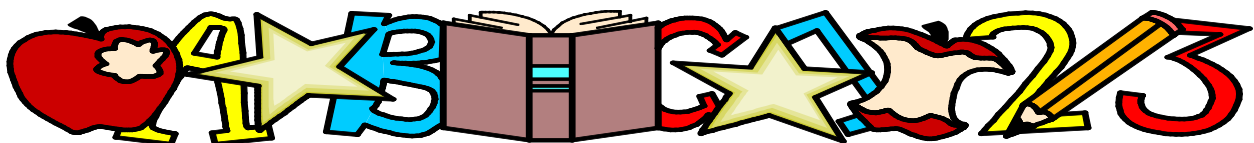
## **Fundamental Principles of Creative Curriculum for Preschool**

- Positive interactions and relationships with adults provide a critical foundation for successful learning.
- Social-emotional competence is a significant factor in school success.
- Constructive, purposeful play supports essential learning interactions.
- The physical environment affects the type and quality of learning interactions.
- Teacher-family partnerships promote development and learning.

Our focus is to create a quality environment that will facilitate learning experiences to create positive outcomes for children by having a balance of teacher-directed and child-initiated activities. The teachers will guide the children through the learning process by intentionally exposing them to experiences that support their development in the following skills: literacy, language, math, science, social studies, art, fine motor skills, and large motor skills.

We understand that children learn best when they have strong relationships of trust with those who care for them. We focus on creating environments where children feel emotionally and physically secure. We believe in looking at the individual strengths, needs, and interests of each child along with their culture, family, and community. Through positive interactions with their teachers, children develop a trusting, caring relationship allowing them to feel safe while exploring their surroundings as they become capable and confident learners.

We provide a consistent daily schedule that creates a routine which helps young children predict the sequence of events and a feeling of security. We offer multiple interest areas (block/truck, house, art, writing, library/quiet, science/discovery, sensory table, toys/games). Our classroom design helps children make their own choices, encourages them to use materials properly, and teaches them to take increasing responsibility for maintaining the classroom. We provide opportunities for active thinking and experimenting. Children can explore how things work and have hands-on experiences with the world we live in.



# Program Descriptions

**Arrival and Greeting:** During this time, children will be signed in, pick a table toy or do activity set out for them on their tables while they wait for the rest of their friends to come in. The teachers then lead morning greeting time.

**Large Group:** During this time, children and teachers gather to have a discussion or answer the question of the day prompt, plan for their day, learn the letter of the week, explore music and movement, and discuss our unit investigation. Observations and interactions take place at this time to extend their play and learning.

**Story Time:** Story themes are based on our investigation or holiday. There are many books available throughout the class for the children to read or have read to them.

**Small Group:** The children are gathered in small groups for activities to introduce new concepts and reinforce skills children are developing.

**Snack Time and Review:** On Monday through Thursday please pack a small snack and drink for your child such as a cereal bar and juice box. On Friday, we have a sign-up sheet for parents to bring a class treat. This encourages children to try new foods. During this time the teachers will meet with the children and have individual conversations with each child discussing what took place during their “Do” time.

**Transition:** The children all brush their teeth when they are finished with their snack. Those who finish early do their jobs and then choose a puzzle or book until everyone has finished.

**Free-Play “Do” Time:** Many activities take place during this time. Children learn from play so it is important that we help guide in some interactions, but child lead play and learning is key during this time.

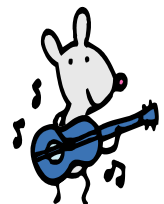
The day is also filled with a selection from many activities, usually chosen prior to class. Such activities may include: **Music Time** (instrumental, vocal and music appreciation), **Show and Tell**, **Science Experiments**, **Indoor/Outdoor Games and Activities**, **Physical Fitness and Dance**.

Our program is called **A Land of Discovery**. By acknowledging each child's ever-changing and ever-growing nature, participants are encouraged to do as much as they are developmentally ready to do. Each child is a special person with special needs, wants and preferences. Together we discover many new and exciting things.

## Program Schedule

### Woodland Preschool Classroom

8:15 to 8:30	Arrival and Greeting
8:30 to 8:45	Large Group
8:45 to 9:00	Story Time
9:00 to 9:20	Small Group, Hand Washing
9:20 to 9:40	Snack, Brush Teeth, & Clean Up
9:40 to 10:25	Free Play
10:25 to 10:40	Clean & Pack Up
10:40 to 11:10	Outside Time
11:15	Dismissal



# Show and Tell

Show and Tell will be held on Fridays. Your child may bring **one** item for this special time or tell about an experience. Items are to be placed in their cubbies and are used only during Show and Tell time to eliminate loss or breakage. Photographs, unique vacation souvenirs and “outside finds” make good items. There will be no Show and Tell on holiday or party days.

## Weather Delays and Cancellations

The IM-K Community Schools Preschool class at Woodland Elementary will be delayed/cancelled when Breitung Township Schools delay/cancel school due to inclement weather. Each class will allow for three cancellations without make-up.

**If there is a two-hour delay, our program will start at 10:15 a.m. and end at 1:15 p.m.** We ask that you pack an extra snack or lunch for your child on these days. The Woodland Child Care will open at its regular time of 6:30 a.m. on the days that there is a two-hour delay.

Delays/cancellations will be announced on the local radio stations. Any delays/cancellations for our program will be announced as “Iron Mountain-Kingsford Community Schools Preschool Program will be delayed/cancelled.” We will also add an announcement to our Iron Mountain-Kingsford Community Schools Facebook Page. Please “like” our page to see these announcements.

## Withdrawal Policy

A parent may withdraw their child from the program with a one week written termination notice. Notice must be given to the IM-K Community Schools Office. The program may terminate care of a child for any of the following reasons:

- |  |  |
|--|--|
| <b>1) Failure to submit all required forms</b> | <b>3) Failure to maintain payments</b> |
| <b>2) Unresolved behavior problems</b>         | <b>4) Not fully toilet trained</b>     |

All efforts are made to assure that children enrolled adjust to the daily routine of our preschool program. Should a child have difficulty with this adjustment, the staff and parents will work together to resolve the problems and assure a positive experience for the child, parent and the program.



# Illness and Sick Days

Whenever your child is ill or must miss a day of class, please call the classroom at 906-779-2685 Ext. 3157 or email [imkcs@imschools.org](mailto:imkcs@imschools.org) to report the absence. In the case of extended absence, we will email notes, etc. until the child returns.

Please do not send children to school with colds (fever, congestion, achiness, bad coughs). The child must be fever-free for 24 hours without medication before returning. If a child is showing signs of the flu (vomiting, diarrhea, extreme stomach discomfort, etc.) the child must remain home until able to eat a meal before returning.

We cannot administer medication and are hesitant about giving cough drops (choking). If your child becomes ill or has an accident at school, you will be contacted by way of the phone numbers listed on the Child Information Record. If at any time you will not be at any of the numbers, please let us know.

If your child has a contagious disease or infection, please notify us at 906-779-2685 Ext. 3157 so that we may take the necessary precautions to prevent spread. In the event a staff member, volunteer or child has contracted a communicable disease, the IM-K Community Schools Office will notify parents of the name and the symptoms of the communicable disease. Also, the Dickinson-Iron Health Department will be notified.

## When We Call The Parents:

- Temperature of 100.4 degrees or higher
- Any diarrhea or vomiting
- Rash
- Any discomfort or crying more than usual
- Injury



# Arrival and Departure

## Classroom Location:

- Woodland Elementary - Room 157

## Classroom Phone Number:

- 906-779-2685 - Ext. 3157

## School Address:

- 2000 Pyle Drive, Kingsford, MI
- Carpenter Avenue to Woodward Avenue
- Go. 1.4 miles to Westwood Avenue
- Left on Westwood Avenue
- Right on to Pyle Drive



*Entrance to the Preschool Classroom*

## Drop Off Instructions:

- Use the entrance door next to classroom.
- Parents must escort the children to the classroom.
- Children who attend the before and after school child care program will be escorted from the Woodland Child Care Center.



## Pick Up Instructions:

- Children will be at the classroom entrance at 11:15 a.m.
- Children who attend the before and after school child care program will be escorted to the Woodland Child Care Center.
- Please always be prompt in picking up your child.
- Let us know if someone other than you will be picking up your child.

# Woodland Child Care Center

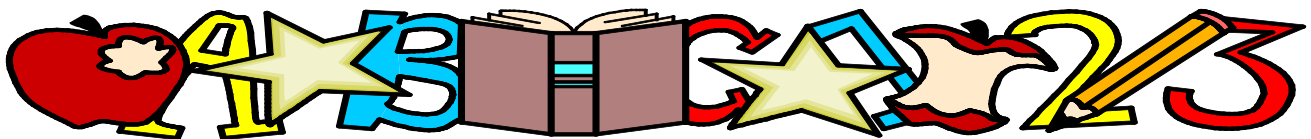
Preschool students are welcome to use the Woodland Child Care Center. A child must be registered with the child care center to attend. For more information, please call 906-779-7715. If your child will be attending Woodland's Child Care Center after class, please let the teachers and the child care workers know as this helps to prevent confusion after class.

# Progress Reports and Parent Meetings

You will undoubtedly want to know how your child is doing in class both academically and socially. We are more than happy to give you this information. Please stop by the classroom before class if you wish to talk to us about your concerns. You may also email with any questions or concerns.

In conjunction with the Creative Curriculum, the teachers will have informal meetings two times per year. An Ages and Stages Questionnaire will be provided to fill out within the first 6 weeks.

We do not like to formally evaluate earlier as we want your child to enjoy school and develop at their own pace without the pressure of competing with their peers. Preschool is designed to be a non-stressful discovery program. **We want each youngster to do the best they can!**

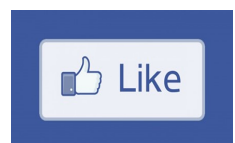


## Art Table Donations, Supplies and Wishing Well

Our program does not distribute a supply list. In order to keep our tuition costs low, we have a "Wishing Well". Donating to our Wishing Well is optional. As the year goes on, our classroom supplies start to slowly dwindle down. We will stick post-it notes with different items listed on the Wishing Well. If you would like to help out, pick a post-it note and bring that item in at your convenience. Book donations are always welcome.



**Iron Mountain-Kingsford  
Community Schools**



# How Can You Help?

In order for your child to participate confidently with a minimal amount of help from the teacher, you may wish to introduce your child to some skills at home:

1. Cutting on a line.
2. Coloring within a shape. Using simple shapes with thick lines is the best way to start.
3. Demonstrate proper pencil grasp.
4. Practice fastening their own clothing.
5. Children will be required to use self help skills when toileting. The children are encouraged to dress themselves after using the bathroom.
6. Practice putting on their own shoes and boots.



## Redirect Strategies

Seldom do we encounter problems at this age. We will admit, though, as the year progresses and the children know us better, some like to **“test the waters.”** Our first step in redirecting is to talk quietly to the child about the problem and then we try to move the child to a different work area.



We try to deal with classroom situations without involving the parents, if at all possible. We find that occasionally children have not learned how to play, share, cooperate, etc. with others and that is why we’re here. If your child leaves this program with good social skills, we have accomplished a lot. If we feel, however, that a “gentle” reminder by parents would quicken the change in behavior without breaking the child’s spirit, we will approach you. Positive reinforcement works the best in changing behavior.

Inappropriate behavior is addressed in the classroom at the time of the incident. The Preschool classroom is developed to promote social skills. Positive, gentle reminders will be given to redirect the students should a conflict or misunderstanding occur amongst peers.



## Healthy Snack Ideas

Here is a list of snack foods that have been favorites with the children. They are all nutritious and will get your child off to healthy snack habits throughout their lives. Due to state laws, no homemade snacks are allowed. If you bring fruit, block cheese, salami, etc. we will cut and prepare them in the classroom. No cupcakes, please, they are too messy!

Crackers	Spreads	Beverages
 Saltine Triscuits Graham Animal Wheat Thins Pretzels Ritz	Cheese Spreads Cream Cheese Peanut Butter Jelly Vegetable Dip Butter	Apple Orange Milk  Chocolate Milk Apple Cider Fruit Juices (does not have to be individual sizes)
Vegetables	Meat & Cheese	Fruits
 Baby Carrots Cauliflower	 Ham Sausage Salami String Cheese Cheese (Any Variety)	Apples Oranges Bananas  Berries (Of any Type)
Cookies (Pre-Packaged)	Breads	Miscellaneous
Peanut Butter Oatmeal Pumpkin Raisin	Muffins (Any Sort) Banana Bread Zucchini Bread	Raisins Rice Krispie Bars Pudding Fun Fruits

Be creative, add to our list and make up your own combinations. Juice does not have to be in individual packages, cans or bottles are fine. Please remember to bring all utensils needed for your snacks, i.e. cups, napkins, plates. We have a refrigerator and a freezer to keep the snacks fresh.



# Goals for Awareness & Exploration

Children will explore their environment to build the foundations for learning to read and write. **Children will be introduced to:**

## READING AND WRITING

- \* Enjoy listening to and discussing storybooks.
- \* Understand that print carries a message.
- \* Engage in reading and writing attempts.
- \* Identify labels and signs in the classroom.
- \* Participate in rhyming games.
- \* Letter identification - upper and lower case and letter-sound connections.
- \* Name recognition and sight words.

## MATH AND SCIENCE

- |                 |                      |
|-----------------|----------------------|
| * Sorting       | * Sequencing         |
| * Counting      | * Graphs and Charts  |
| * Shapes        | * Matching           |
| * Patterns      | * Number Recognition |
| * Experimenting | * Inquiry Skills     |

## TEACHERS

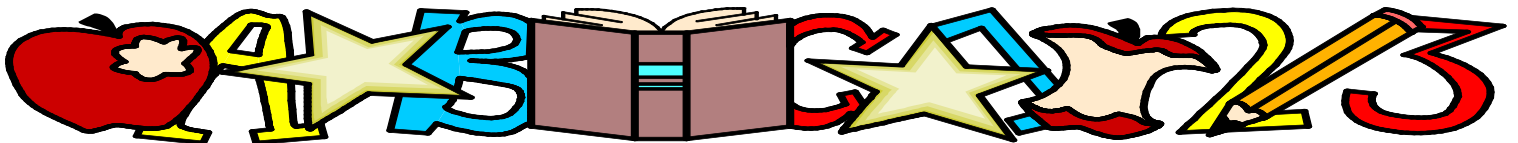
- Share books with children, including big books, model reading behaviors.
- Talk about letters by name and sounds.
- Establish a literacy-rich environment.
- Re-read favorite stories.
- Read to whole groups, small groups and individuals.
- Engage children in language games.
- Promote literacy related play activities.
- Encourage children to experiment with reading and writing.

# PARENTS AND FAMILY MEMBERS

- Talk with children, engage them in conversation, give names of things, show interest in what the child says.
- Read and re-read stories with predictable text to children.
- Encourage children to recount experiences and describe ideas and events that are important to them.
- Visit the library regularly.
- Provide opportunities for children to draw and print, using markers, crayons, and pencils.
- Help child become familiar with name and other letters and numbers that are part of child's everyday life, such as phone number, age, traffic signs, letters of stores in town. (Examples: Wal-Mart, A&W, etc.)

During the Preschool year, young children need developmentally appropriate experiences and teaching to support literacy learning. These include but are not limited to:

- Positive, nurturing relationships with adults to engage in responsive conversations with individual children, model reading and writing behavior.
- Print-rich environments that provide opportunities and tools for children to see and use written language for a variety of purposes, with teachers drawing children's attention to specific letters and words.
- Adults' daily reading of high-quality books to individual children or small groups, including books that positively reflect children's identity, home and language.
- Opportunities for children to talk about what is read and to focus on the sounds and parts of language as well as the meaning.
- Teaching strategies and experiences that develop phonemic awareness, such as songs, finger plays, games, poems and stories in which phonemic patterns such as rhyme and alliteration are obvious.
- Opportunities to engage in play that incorporates literacy tools, such as writing boards, puzzles, traffic signs, etc.
- Firsthand experiences that expand children's vocabulary such as science experiments and exposure to various tools and objects.



# **Thank you for enrolling with Iron Mountain-Kingsford Community Schools!**



## ***Preschool Classroom Location:***

Woodland Elementary \* Room 157

2000 Pyle Drive

Kingsford, MI 49802

Phone: 906-779-2685 \* EXT. 3157

## ***IM-K CS Office:***

800 East E Street \* Iron Mountain, MI 49801

Phone: 906-779-2660 \* Fax: 906-779-2675

Email: [imkcs@imschools.org](mailto:imkcs@imschools.org)

<http://imkcommunityschools.weebly.com/preschool.html>



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