

# Johnston Community School District



WONDER ♥ SHINE ♥ JOY

WONDER as Learners.SHINE as Leaders. Share JOY with each other!

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## Our Mission & Vision

**Our Mission:** We commit all district resources to guide the learning of each student, to graduate as confident learners with character, knowledge and the skills to excel in any endeavor they pursue.

**Our Vision:** Creating a culture of excellence where students come first.

Click on a the link below from Joy Palmer, Director of Johnston Early Learning Academy

**Welcome to Johnston Early Learning Academy!!!**

### JELA and Partner Sites Implementation Plan & Parent Guide

This guide is provided to all JELA and partner site students through an email link. Hard copies can be requested.

<a href="#">Welcome to JELA from Director Joy Palmer</a>	<a href="#">Johnston Early Learning Academy and Partner Sites Parent Guide</a>
<a href="#">Johnston Calendar</a>	<a href="#">Arrival &amp; Dismissal</a>
<a href="#">Visitor Protocol</a>	<a href="#">Curriculum</a>
<a href="#">Assessment</a>	<a href="#">Special Education</a>
<a href="#">Health &amp; Safety</a>	<a href="#">Communication &amp; Technology</a>
<a href="#">Learning At Home</a>	<a href="#">Partner Schools</a>

## CURRICULUM

Learning at Johnston Early Learning Academy and our Johnston Partner Sites are focused on content area delivery to build knowledge around prioritized content, the [Iowa Early Learning Standards](#), and the [IQQPS Standards and Criteria](#). Our teachers at JELA and our partner sites explicitly teach, model and reinforce our priority learning through early childhood standards and objectives. We focus on individual needs with our students to provide comprehensive lessons that support the varying learning levels of the students in our classes. We ensure a guaranteed and viable curriculum where students are the center of all the learning. Teachers, associates and administration will continue to monitor student growth achievement to provide a rigorous curriculum and a positive, nurturing, safe learning environment.

[Johnston Schools Strategic Plan - 2020-2025](#)

## LEADER IN ME

The Johnston Early Learning Academy is a Leader in Me School. What does that mean? Our staff has been trained in the evidence-based, comprehensive-school improvement model called, Leader in Me. This model was developed to empower students with leadership skills to thrive in the 21st century. These skills are the 7 Habits of Highly Effective Kids. During the year, we will be sending home monthly habits that we will be studying together with your child to strive to be more effective in all we do at JELA and in the community. Our students and adults as active leaders will spend the year using these learned habits in contributing back to our school, family and our community.

## ASSESSMENT

Health, safety and social emotional well being is a main priority with our students in providing a successful 2024-25 school year. We deliver a rich and comprehensive early childhood curriculum through research-based strategies and our Teaching Strategies Creative Curriculum at all of our sites. We monitor student progress, growth and achievement through our Teaching Strategies GOLD ongoing observational-based preschool assessment continuum. We encourage you to be a partner in providing your input as a family member on observations and completed tasks of your child in your presence. This will support us in reaching our learning goals together as a home and school team. We share student progress reports three times throughout the year with our students and families.

Our GOLD Checkpoint Dates are November 18th, February 24th and June 2nd. In the fall and spring, we will provide our families with a choice of an in person or virtual parent teacher conference for our 3 and 4-year-old students at JELA or our partner sites. Conferences will be scheduled with your child's teacher held on November 12th or November 14th and March 6th or March 11th. As a parent/guardian, we welcome you to schedule a meeting or connect with us at any time you have questions or need clarification on anything while your child attends JELA or our partner sites. Our two-year-old programs do not have a scheduled conference day, but families are welcome to schedule a meeting at any time with your child's teacher.

As staff, we continue to monitor our delivery of instruction to provide a comprehensive, flexible and consistent service regardless of the delivery model by which students receive instruction during the 2024-2025 school year. All records of our students are kept confidential and we communicate throughout the year with families the learning, growth and development of their child(ren).

**Family Support:** We continue to thank you as parents for partnering with us in the new school year. We know together we can provide our students with the highest quality of instruction possible with your partnership. We want to gain your input through surveys during the 2024-2025 school year in addition to us encouraging families to send in documentation in person, through email, SeeSaw or Parent Square of ways your child is continuing their learning at home. Your child's progress and development is a celebration and we encourage communication to be open between home and school throughout the year.

### Approximate Time Frames for Learning

## Preschool Time Frames for Learning at JELA and our Parent Sites

15-20 minutes per day	<b>Emergent Literacy Activities, Games and Challenges</b> focuses on language development, vocabulary, comprehension, rhyming, scribbling, writing or drawing and phonological awareness
10-15 minutes per day	<b>Emergent Math Activities, Games, and Challenges</b> focuses on counting, sorting, sequencing and patterning
10-15 minutes per day	<b>Social Emotional Learning</b> focuses on self-help skills, self-regulation skills, taking turns and feelings.
10-15 minutes per day	<b>Purposeful Play</b> focuses on connections to core learning and may include games, activities, sensory opportunities, & challenges. Art, music, science, social studies & movement will be incorporated.
60+ minutes per day	<b>Exploratory Free Play</b> focuses on uninterrupted play directed entirely by the child. (examples include imagination, building blocks, outdoor play etc...)

## Additional Learning Opportunities

Learning takes place in many ways for our youngest learners. The additional learning opportunities are intended to provide ideas for families on how we will continue engaging your child in learning. We welcome communication from home to school in sharing what you see your child modeling through learning and play and ways your child engages with materials and toys. We encourage you to play with your child with some of the same activities and learning at home on days we are not in school.

Ideas include:

- PLAY - Interactive play and make believe are the most important learning for preschool aged children. Ask questions - What? Where? When? Why? How?
  - Reading aloud and looking at books
  - Board/card games and challenges
  - Pretend play- Imaginary play
  - Sensory play - Playdough, water, bubbles, sand, dirt
  - Learning a new skill
  - Puzzles
  - Designing and building structures with blocks/legos or other available materials
- \* If you need materials at home to enrich your child's play, please contact your child's teacher for academic needs or concerns or our Outreach Specialist, Kels Grasso at [kelsey.grasso@johnston.k12.ia.us](mailto:kelsey.grasso@johnston.k12.ia.us) for resources other than academic needs.

**Total Learning Time: approximately 1 hour per day of structured learning, 20-30 minutes of physical activity and 1 hour of free play.**

## **LEARNING FOR THE 24-25 School Year**

### **On-site Learning at JELA and our Partner Sites**

Onsite learning will occur with the delivery of instruction at JELA and our partner sites in person 100% for the 2024-2025 school year. Students in the 4-year-old morning session will attend Tuesday, Wednesday, Thursday and Friday from 9:00 a.m. to 11:45 a.m. or in the afternoon session from 12:30 p.m. to 3:15 p.m. Our 2 and 3-year-old students at JELA will attend on the days and times families have signed up for in our Eleyo system. Two and three-year old students attend a fee based program. These fees will be charged to family accounts the first of every month. If you need assistance with financial support or have questions, please call our JELA office at (515)727-5352(JELA).

Each student will be assigned to a classroom with a teacher and associate(s). Students will remain with these classmates and adults throughout the day.

**Family Support:** Partnering with families is a priority for us at JELA. We encourage families to share their child's progress and celebrations by sending the teacher and associate(s) a message, picture, or video through notes, email, Parent Square or SeeSaw posts at any time. We will also be sending celebration and school updates to you through email, notes, SeeSaw and our Parent Square communication system. Materials will be sent home monthly to support our 4-year-olds with goal discussions and learning targets at school and home. We encourage families to be part of this learning extension between home and school.

Several times during the year, we invite parents into JELA for parent events and learning celebrations. This is a great time to meet other parents of preschoolers and learn how you can help your child's development and learning while accessing community resources and information.

### **ARRIVAL & DISMISSAL**

#### **ARRIVAL PROCEDURE at JELA**

**Partner sites will give families will explain pick up to families in person**

##### **ARRIVAL PROCEDURES - Our main priority is to keep everyone safe!**

- Parent drop off and bus delivery of students will be conducted by teachers and associates on duty.
- Supervisors will unload in waves for morning three and four-year-olds starting at 9:00 a.m. until 9:05 a.m.
- Supervisors will unload in waves for afternoon three and four-year olds starting at 12:30 p.m. until 12:35 p.m.
- Supervisors will unload in waves for two-year-olds at 9:30 a.m.
- The door will be locked at 9:10 or 12:40 and you will need to escort your child to JELA Main Door 5 at that time. Please ring our door to buzz in your child for entrance.
- Parents are welcomed to visit JELA. We ask that you please arrange for your visit ahead of time with the office or your child's teacher. We do require that you bring a form of identification when you visit.
- We encourage and welcome volunteer opportunities during our school day. Please fill out the volunteer

information at the following link if you would like to be of assistance on-site during school hours.

<https://www.johnstoncsd.org/departments/human-resources/volunteering-in-the-district/>

- Parents are encouraged to stay in their cars for drop off and pick up if they are in the lane or families can park in the parking lots and walk across to the drop off zone through the safe crosswalks.
- Parents that choose to stand outside of the school are encouraged to stand in the marked Parent Zone waiting spaces.
- The Parent Zone is visually marked outside the school doors.
- Parents will be asked to please stay safe and to use the crosswalk.
- Parents can use the drop off door-to door service by staying in the car and pulling up the drive.
- Parents need to show their child's name card provided by the teacher.
- Students will be escorted in from their parent(s), their cars, or the bus entering through both JELA Main Doors 5 and the West Side Door 9.
- Hand washing and/or sanitizing will occur when students enter the learning studio space and throughout the learning day.
- Please pay attention to the JELA supervisors directing traffic to get everyone to their destination safely.
- **We ask that parents please demonstrate patience as students safely enter and exit the school building.**

**Please see map below of door your child will enter and exit for the 2024-25 school year  
If you attend a partner site, you will receive a separate sheet of arrival and dismissal procedures.**

## DISMISSAL PROCEDURE at JELA

### DISMISSAL PROCEDURES

- Parent drop off and bus delivery of students will be conducted by teachers and associates on duty.
- Supervisors will load in waves starting for two and three-year-olds from 11:30 and 3:00 p.m.
- Supervisors will load in waves starting for four-year-olds from 11:45 and 3:15 p.m.
- Parents will be welcomed into the office area of JELA if they need to deliver communication to a teacher. Parents can also visit learning studios if a prearranged volunteer opportunity has been scheduled with the necessary background checks completed.
- Parents that choose to stand outside of the school are encouraged to stand in the marked Parent Zone waiting spaces.
- The Parent Zone is visually marked outside the school doors.
- Parents will be asked to please stay safe and to use the crosswalk.
- Parents can use the drop off door-to door service by staying in the car and pulling up the drive.
- Parents need to show their child's name provided by the teacher.
- Students will be escorted in from their parent(s), their cars, or the bus entering through both JELA Main Doors 5 and West Side Door 9.
- Please pay attention to the JELA supervisors directing traffic to get everyone to their destination safely.
- **We ask that parents please demonstrate patience as students safely enter and exit the school building.**

**Please see map below of door your child will enter and exit for the 2024-25 school year  
If you attend a partner site, you will receive a separate sheet of arrival and dismissal procedures.**

**West Door 9 - Side Door and Parking Lot - Enter off of 62nd coming from the west and turn at light. Go straight and curve around in front of the Middle School Stadium. Please use the crosswalk if you are getting out of your car and remain in the parent zone.**



**SOUTH DOOR 5 - Main Door and Parking Lot - Enter off 62nd Avenue to Wallace main drive. Please use the crosswalk if you are getting out of your car and maintain social distance in the parent zone.**

**Find your child's teacher below and you will know where to drop off and pick up!**

<b>South Main Door 5</b>	<b>West Side Door 9</b>
<b>Ms. Juli Dodd</b>	<b>Ms. Sara Barta</b>
<b>Ms. Ainsley Stark</b>	<b>Ms. Abigail Oetken</b>
<b>Ms. Haley Appel</b>	<b>Ms. Jill Leedom</b>
<b>Ms. Brooke Stewart</b>	<b>Ms. Michele Crouse</b>
<b>Ms. Shelley Merritt</b>	<b>Ms. Gracyn Olszewski</b>
<b>Ms. Tracy Borgmeier</b>	
<b>Ms. Dana Zahn</b>	

## ATTENDANCE

We want your child at school if they feel well. **If your child is going to be absent or is not feeling well, please call into 727-5352(JELA) main office to report the absence with details of the reasoning for missing school or the partner site they visit - American Children of Oakmoor 515-270-2220 or Westside Early Education - 515-490-3441.**

## LATE TO ARRIVE OR LEAVING EARLY

Parents will ring the main door of JELA or partner site, and building staff will check them in and escort them to their classroom. Students leaving early will wait in the office with the building secretary. When the adult picking up arrives, the Administrative Assistant and student will meet the adult at the main entrance door. If it is necessary to check the person's ID picking up the student, the staff will meet the individual outside to gather his/her credentials, run the ID through Raptor, and return the credentials.

## VISITOR PROCEDURES

Parents and volunteer visitors need to enter through the main JELA Door 5 or the main door at partner sites. There will be essential services and visitors granted entrance into the learning areas on a case-by-case basis that need to follow the appropriate pre-screening protocols. Please see the [JCS D policy around visitors in schools](#) for the guidelines we

follow. If you need to speak to someone at the building, please call (515) 727-5352 or email your child's teacher, the building principal, Joy Palmer, [jpalmer@johnston.k12.ia.us](mailto:jpalmer@johnston.k12.ia.us), or the building Administrative Assistant(s), Cheryl Henkenius, [cheryl.henkenius@johnston.k12.ia.us](mailto:cheryl.henkenius@johnston.k12.ia.us), or Patrick Jackson, [patrick.jackson@johnston.k12.ia.us](mailto:patrick.jackson@johnston.k12.ia.us). If a parent or guardian needs to enter the building, please enter through our main door 5 entrance and remain in the JELA office area. If you attend a partner site you can enter through the main door and wait in the entry for assistance.

## COMMUNICATION & TECHNOLOGY

Our goal is to provide high-quality educational experiences for every learner at Johnston Early Learning Academy and our partner sites. It is our top priority to ensure equitable access and opportunities to the best of our abilities and resources. We will provide every learner at Johnston Early Learning Academy and our partner sites equitable access to all learning materials. For our learners, materials and/or iPads devices will be provided for the time during instruction. Seesaw and Parent Square are great communication and learning platforms we use at the Johnston Early Learning Academy for ongoing communication between home and school. The applications or sites can be used on a phone, computer or iPad device. Each family will have the opportunity to set these up with the teacher at the beginning of the school year. Please watch your child's backpack for the information in setting up your family's SeeSaw and Parent Square accounts if you were unable to complete this process during our Meet the Teacher JELA Jamboree.

At Johnston Early Learning Academy and partner sites, we highly encourage social interactions, playing, and reading to your child. We know too much screen time at this age is not developmentally appropriate and can cause behavioral issues, irregular sleep schedules and less time for play. Our goal is to help support you as a family to find a balance between a little screen time for learning educationally and then finding other activities at school and home to help support the growth, development and social emotional advancement of your child without technology.

**Internet Policy** - Access to the Internet may be available to preschoolers and will be permitted unless a written request is made by the parent or guardian to deny such access at school. The district is in compliance with the Federal Communications Code concerning the Children's Internet Protection Act through the implementation of a Children's Internet Protection Act compliant web filter. The filter provides blocks to Internet sites that are deemed inappropriate in content, graphic, message or intent. Although the filter is continuously updated, it is not a guaranteed security from all inappropriate sites.

## Learning At Home

**We encourage learning to continue for our students at home!!!**

**Little Library Reading Bags** - Your child will come home with library books in a library bag during the school year. We encourage you to enjoy reading together with your child daily. Reading with your child enhances their vocabulary development while also improving their communication skills and establishing a stronger bond with you as a parent socially and emotionally. Your child's teacher will communicate the days the bag can be returned for a book. We will ask for the bags to be returned at the end of the year.

**Math Kit Bags** - Your child will bring home a math bag with math tools to help them continue to learn and play math games at home. We encourage you to participate with your child in these interactive activities and games throughout the school year to enhance your child's mathematical learning at home. We ask that you keep your child's math bag in a safe place for the year. During our units of study, we will be sending additional game and activity cards home with your child. We will be collecting the math bags with materials at the end of the school year.

**School Break Challenges** - School breaks will happen during the school calendar year. The JELA and partner site staff will be encouraging families to participate in fun academic challenges at home during these breaks. Watch backpacks for the fun challenges that will be sent your way.

**Thank you for your participation at home with your child and making it a priority to keep these materials in a safe space to return to the school at the end of the school year.**

## HEALTHY & SAFETY OVERVIEW IN ALL AREAS

Your child's safety, health and social emotional wellbeing is at the top of our priorities as we start the new school year at Johnston Early Learning Academy and our partner sites. Our health and safety plans below outline specific precautions that will be occurring at JELA.

### STUDENTS

- SCHOOL NURSE (see Board Policy 507.1, 507.2, 507.2E1, 507.3, 507.4) Services of a school nurse are available to all students on the JELA and Wallace campus. Whenever students become ill or injured at school, they are to report to the JELA office and the nurse will be contacted. The Director at the partner sites will assist with medical situations or emergencies
- All 2,3 and 4-year-old students need to have a **current physical and immunization** form on file at JELA and our partner sites prior to attendance.
- All students are required to provide health information at the time of online registration. This information is kept on file in the JELA, our partner sites and/or the nurse's office. This information assists the office staff and nurse in providing each student the safest and best medical attention possible. Furthermore, the data serves as an emergency information source in a number of situations, including when the school needs to contact a parent. The information is required to be updated every year. (Criterion 5.1)
- Parents should feel free to contact the JELA office, the partner site Director or the school nurse when the student has a health concern or whenever the nurse or a Director can be of service.
- Meetings are scheduled for families who have a student with medical concerns and a plan is put in place to help support the student's medical needs while at school. (Criterion 10.15)
- All students that attend JELA or a partner site that have a medical flag on the enrollment will be contacted by the JELA administration team or the nurse to ensure plans are implemented during school hours to support all medical needs.
- Students that are required to have administered medication during school hours will meet with the nurse, teacher and the JELA Director or the Director of the partner site and a plan will be created to support the medication administered by our nurse on JELA site, Jill Schmidt or Liz Orcutt. (Criterion 5.8)
- Students and staff who are ill or exhibiting any symptoms of illness should not come to school or work.
- Parents are asked to screen their child daily for symptoms of illness.
- Washing hands and using hand sanitizer will be encouraged throughout the day at JELA and partner sites.
- The JELA and partner site classrooms and common areas will be cleaned and sanitized twice a day between sessions.
- All students are encouraged each day to bring a water bottle with their name or a water bottle will be provided.
- All parents will be responsible for communication of information to the nurse or school regarding illness, accidents, medication, communicable diseases, treatments or pertinent medical and dental information.
- All parents are also responsible for informing the school of any changes of information on the Health record.

### LOCKER AREAS/CUBBIES

- Students will enter the building and directly go into their assigned learning studio.
- Students will hang up their coats in their individual lockers and place their belongings in their individual cubbies.
- Students will go into the building and use hand sanitizer and/or wash their hands at the sink.
- At the end of each session, learning spaces will be disinfected for the next session of preschool.

### SNACK PROCEDURES:

- All snacks will be prepackaged by the JCSD Food Service Department or provided by the partner sites and self-served in the assigned learning studios.
- Students will wash their hands immediately prior to snack time.
- Snacks will be served to small groups or the whole class of students at a time.
- Students will be encouraged to bring their own small water bottle daily for snack time or a bottle or cup will be provided.
- A small water bottle will be kept in student's cubbies or locker areas when not in use.



- Drinking fountains will be turned on at JELA and partner sites and cleaned daily.
- Tables will be disinfected between each snack group and at the end of snack time.
- Adults in the learning studios will be monitoring the snack process.
- Snack exceptions are allowed for reasons of allergies, medical conditions, religion, etc. If your child is not able to participate for a health reason with our snack program, we will need a doctor's note stating why, in order that substitutions that can be made. **Please notify us in writing by completing the diet modification request form of these special needs, and we will do our best to meet them.** [JCSD WELLNESS POLICY No. 507.9](#)
- District Approved Snack List for students who need snack exceptions due to allergies, medical conditions, religion, etc.. fresh fruit and vegetables prepared in advance (no nuts), cheese, beef sticks, saltine crackers, Goldfish crackers, pretzels, 100% fruit juice boxes or water
- **Unfortunately, we are no longer allowing for birthday treats for grades PK-5th in the Johnston Community School District. We will acknowledge their special day in the room without treats provided from home. If you would like to provide a non-edible item for the class or students, we are happy to distribute it during celebrating your child's special day.** [Elementary Handbook p. 8](#)

### **HALLWAY TRANSITION PROCEDURES**

- JELA and partner site building Team members will label the floor, walls and doorways to guide students throughout the JELA area and partner sites to optimize the traffic flow pattern.
- Students will be asked to use sanitizer prior to entering the hallways and when returning from one location to the next after traveling through the hallways.
- Students will practice and be positively reinforced on transitioning through our building using the signage that encourages traveling safe from one location to another.

### **RESTROOM & SINK PROCEDURES**

- Students will be explicitly taught through our Positive Behavior Intervention Supports(PBIS) /Healthy Habits lessons how to use the community sinks, classroom sinks and restrooms in our department.
- Frequent handwashing will be encouraged throughout the day at JELA and partner sites.

### **COMMUNITY AREA**

- Students and classrooms will be able to use the community area as a space where small group learning and individual classroom large group activities can occur in a larger space.
- Students will use hand sanitizer as they enter the community area and as they exit.

### **Cleaning -**

- Cleaning in all areas of JELA and partner sites will occur prior to school starting daily, at the lunch break time and at the end of the day by all the JELA teachers and associates.
- All hard surfaces throughout the learning spaces will be disinfected.
- All door handles will be disinfected after each session of preschool.
- All toys will be sanitized or placed in the dishwasher prior to being used by another group.
- Materials that have been touched by a child on their face or that have been contaminated, will be placed in a cleaning bin until it can properly be disinfected by a staff member.
- All restrooms, sink areas, carpets and hard flooring areas throughout JELA will be cleaned by the custodial staff at the end of each day. Any accidents during learning hours will be immediately cleaned by the custodial staff.
- All garbage and diaper pails will be removed by the custodial staff at the end of each day.

### **Handwashing -**

- Handwashing will occur when students and adults enter the building, cross the threshold of a classroom/learning studio door or enter into a play area throughout the day.
- Handwashing will occur before snack and washed or sanitized after snack.
- Handwashing will occur before and after free exploratory, inquiry-based play.
- Handwashing or hand sanitizing will be used before recess.

- Handwashing will occur after recess.
- Handwashing will occur after using the restroom.
- Handwashing will occur any time a child is touching their face or any excretion from their body.

**Toileting** - Toilet learning is an important time in a child's development. The teacher and/or director will work with the family to develop a toileting plan for a child who is not toilet trained before school begins or throughout the year. For children who are unable to use the toilet consistently, the following procedures are in place:

- Diapering will only take place in the designated diaper area(which has an elevated surface).
- Staff will follow all diapering guidelines of the Iowa Quality Preschool Programs Standards: Standard 5, Criteria 5:
- Clothing that is soiled by urine or feces will be immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
- Staff will check children for signs that diapers or pull-ups are wet or contain feces at least every two hours.
- Diapers or Pull ups are changed when wet or soiled.
- Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
- Containers that hold soiled diapers and diapering material will have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
- Diapering and gloving posters will be posted in changing areas showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching the staff that change diapers.
- For children who are unable to use the toilet consistently, please provide disposable diapers or pull-ups unless the child has a medical reason that does not permit their use. In this event, we must have documentation from a health provider concerning the medical reason.
- **Please bring a set of extra clothing for your child to keep in their backpack. Place the clothing in a large zip lock bag labeled with your child's name.**

**Materials storage -**

- Shared materials will be used in the learning studios at JELA and partner sites.

**RECESS/OUTDOOR LEARNING SETUP AND PROCEDURES**

- Materials will be disinfected prior to being used daily.
- Cleaning will take place to the larger equipment daily.

**NURSE & HEALTH & SAFETY**

**Nurse Space & Protocols**

As we plan for students and staff to return to the buildings for the school year, safety has been a top priority. We have a nurse on site at for JELA shared with Wallace

All JELA staff and partner site staff are certified in CPR and First Aid mandatory training to fulfill minor medical responsibilities. Students with major concerns will be seen by one of the school nurses.

- Please provide an extra set of clothes for your child to remain in their backpack at all times.
- Students and staff who are ill or exhibiting any symptoms of illness should not come to school or work.
- Students who are not feeling well will be escorted by an adult to the JELA office and consultation with the JELA or Wallace nurse for evaluation will take place, if necessary.
- Parents will be notified of injury or illness.
- If a student is sent home with a fever, they will need to remain home for 24 hours before being able to return to school if they have symptoms.
- If your child is going to be absent for illness or other reasons, please call the JELA office at (515)727-5352 America's Children of Oakmoor - 515-270-2220 or Westside Early Education -515-490-3441.

## **SAFETY DRILLS**

Safety drills will be practiced throughout the year with all students at JELA and partner sites.

[2024-25 JCSD Health & Safety Handbook](#) - Click on the link to view.

## **SPECIAL EDUCATION**

The Johnston Early Learning Academy staff will support all students in the delivery of instruction. We will meet the needs of every student and work as a collaborative team with our Area Education Agency members to provide services that meet the unique needs of all of our learners. There will be in person or virtual Individual Education Plan(IEP) meetings throughout the year to amend IEPs when necessary. All students will receive equal opportunities to learn.

All students will be able to access a Free and Appropriate Public Education (FAPE) at Johnston Early Learning Academy. Partner sites will collaborate with our Area Education Agency if there are students of concern for problem solving and support.

If you would like more information about submitting a referral, please click on this [LINK](#)

## **PROFESSIONAL DEVELOPMENT**

The Johnston Early Learning staff and partner sites will participate every Monday afternoon in professional development. It is vital that teachers continue to develop professionally to meet the needs of the students we serve. Our professional learning topics will include meeting the needs of our diverse learners, supporting the social emotional and mental health of our students and families, cleaning and disinfecting to keep a safe learning environment, providing equity and access to our learners and best research-based strategies to implement core content at the early childhood level.

## **COMMUNITY PARTNER SITES**

The Johnston Community School District has three preschool partner sites.

Name of Community Partner	Director's Name/Teacher's Name	Contact Information
America's Children of Oakmoor	Robin Vannausdle Jackie Putz	Address: 4731 Merle Hay Rd, Des Moines, IA 50322 Hours: Open 6:30 · Closes 6PM Phone: (515) 270-2220
Westside Early Education	Carolyn Hinchliff	Address: 4300 Beaver Avenue, Des Moines, IA, 50310 email: <a href="mailto:westsideearlyed@gmail.com">westsideearlyed@gmail.com</a> Phone: (515)490-3441

The community partnership sites operate under the Department of Human Services and the Department of Education requirements since they provide preschool and Community Education services. We collaborate and are in constant

communication to ensure every preschooler has equitable services and opportunities throughout the school year. The teachers all attend professional learning with the Johnston Early Learning Academy staff. Partner sites will provide additional detailed information specific to their location at the beginning of the year home visits.

## THANK YOU FOR YOUR PARTNERSHIP & FAMILY INPUT AND FEEDBACK

Thank you for your constant love, grace and partnership in educating your child. Our main goal at Johnston Early Learning Academy and our two community partner sites is to keep our students safe and healthy while providing a positive school learning experience.

We value your constant feedback as a member of our Johnston Early Learning Academy and partner site families. We welcome positive communication and input on what is going well and how we can continue to improve our practice in educating your child and supporting your family. Please feel free to provide input and feedback to your child's teacher, the building Principal, site Director in addition to filling out our electronic surveys we will be sending home to all of you during the school year. This information you provide will be used as an assessment for our program and we will make changes from your feedback to continue to improve our program and practices at JELA and our Partner Sites.

Thank you for being your child's number one advocate and being a fabulous support to all of us at Johnston Early Learning Academy and our partner sites as we embark on an amazing adventure in the 2024-25 school year.

### DISCRIMINATION POLICY STATEMENT

It is the policy of the Johnston Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Associate Superintendent, , Johnston, Iowa 50131, (515) 278-0470.