



# Preschool Manual 2024-2025

# Table of contents

Goals Philosophy	01
Academic Day Schedule	02
Before and After School Program	
Drop Off and Pick Up	03
Absences	
Weather Emergencies	
Rest	
Items from Home	04
Lunch & Snack Procedure	
Birthday Celebrations	
Bathroom Independence	
Health and Wellness	05
Behavior Protocol	06
Playground Policy and Procedure	07
Communications	
Volunteer and Donation Opportunities	
Contact Information Resources	08



# Goals & Philosophy



## Goals

Willowwind's early childhood experience is based on the teachings of Maria Montessori. The program instills a love of lifelong learning, curiosity, and collaboration. Teaching the child as a whole, by equally guiding the physical, intellectual, and social-emotional skills of each child within the classroom and beyond. Certified teachers curate a Montessori-inspired classroom, encouraging independent exploration within a prepared environment.

The following are areas of development you can expect to see in your child:

- Self-Discipline
- Ability to Choose
- Patience
- Order & Process
- Community Values
- Independence
- Self Confidence
- A Joy of Learning
- Concentration
- Problem Solving Skills

## Philosophy

The Montessori prepared environment allows the student to develop respect, responsibility and independence. Therefore, the student chooses from the environment what they need. The teacher guides the student with the developmentally appropriate materials as they naturally reveal themselves through their work. The student experiences freedom through order and self-discipline.

# Preschool Daily Schedule

8:15 AM ... Preschool Drop-Off By Preschool Playground Gate

8:30–9:00AM ... Group Line Time

9:00–10:00 A.M ... Work Time & Snack

10:00– 10:30 AM ... Specials

10:30–11:30 AM ... Recess

\*11:30AM Half-Day Dismissal\*

11:30 AM–12:00 PM ... Lunch

12:00–12:30 PM ... Story Time

12:30–1:30 PM ... Rest

1:30–2:30 PM ... Work Time & Snack

2:30–3:30 PM ... Recess

\*2:30 PM Early Dismissal on Thursdays\*

3:30 PM ... Dismissal (MTWF)

## SPECIALS CLASSES

Art with Ms. Megan Bishop ([meganb@willowwind.org](mailto:meganb@willowwind.org))

Music & P.E. with Mr. Alec Cassatt ([alecc@willowwind.org](mailto:alecc@willowwind.org))

## BEFORE OR AFTER SCHOOL PROGRAMMING

Willowwind offers a Before School Program (BSP) and After School Program (ASP). BSP and ASP programs provide a rich opportunity to engage in physical activities, arts and crafts, and culinary/themed activities. A healthy snack is provided at ASP.

BSP drop off is between 7:30–8:15 A.M. through the preschool playground gate in the Monarch preschool room.

Preschool ASP runs from 3:30–6 P.M. M, T, W, F and 2:30 –6 P.M. on Thursdays in the Swallowtail room. Please use the main entrance to sign out for ASP pick-up.

Parents are expected to pick-up their student(s) from ASP no later than 6 P.M. Parents arriving late will be assessed a \$15 fee for each 15-minute increment in which they are late. Repeated tardiness may result in removal from the ASP at the discretion of the Head of School.

Email our Director of BASP and programs, Brett Burr ([brettb@willowwind.org](mailto:brettb@willowwind.org)) with questions or to register for B/ASP.

### DROP OFF & PICK UP

Preschool drop off is between 8:15 – 8:30 a.m. Please park and walk your child to the west side of the building to the lower level entrance by the preschool playground gate. Families will be asked to say their goodbyes at this point. We encourage everyone to establish a routine with their child to have a successful goodbye. In the event that your child is having a difficult transition, there will be a designated hug spot marked on the sidewalk. Your patience is requested and appreciated as we navigate our morning arrival process. Teachers will welcome students one at a time.

Pick up time is 3:30 P.M. (MTWF) and 2:30 P.M. on Thursdays. Please park and walk to the west side of the building to the lower level entrance by the preschool playground gate. The teacher will dismiss the students one at a time.

### WEATHER EMERGENCIES

Willowwind School follows the ICCSD closings on days when there's inclement weather. School cancellation, early dismissal, and late start are announced as soon as possible at KCRG-TV, KWWL-TV, Facebook, and email. You may also sign up for text alerts related to weather emergencies through KCRG-TV.

### REST

The Montessori Method emphasizes the importance of rest for children's health and development. All Willowwind Preschool students have a daily rest time after lunch. Resting can mean laying calmly or sleeping.

Please provide an additional bag that can contain your child's rest items. Fresh rest items are sent to school on Monday, stay for the whole week, and are sent home on Friday to be washed. A cot sheet will be provided and will be washed onsite. No toys are allowed.

### ITEMS FROM HOME

Our classrooms engage children in multiple curricular areas and we find that students learn best without distractions. Personal items such as toys, gadgets, cars, stickers, fantasy books, workbooks, purses with candy, gum, lip balm, etc. should be kept at home. These items cause a distraction not only to the child who brought in the item, but other children in the class.

#### Bring:

A small blanket.  
Optional: Small pillow & one comfort item if it's crucial for resting.

#### DO NOT Bring:

Toys for rest time.



## LUNCH & SNACK PROCEDURE

ALL families will provide their own AM & PM snacks and lunch. Willowwind does NOT offer the option of school lunch. Please establish and designate AM snack and PM snack items with your child so they know what is for lunch. This should be a separate container or bag. Students will eat snack and lunch in classrooms or outdoors. If your child has any dietary accommodations, let their teacher know what they are and their severity. Families may be asked to omit packing certain items, if necessary.

Please work with your child to pack a lunch and a water bottle. Reusable lunch bags and containers are allowed and highly encouraged. To complement our emphasis on the independence of a child, please use containers that your child is able to open and close by themselves. Additionally, please have your child practice opening and closing their containers. All containers and water bottles MUST be taken home and washed nightly. We ask that families send ice packs with any lunch items requiring refrigeration.

## MONTESSORI BIRTHDAY OR HALF BIRTHDAY CELEBRATION

If you wish to provide something special for your child's birthday, families can consider a wrapped book to be a gift from the child to the classroom. We ask that all invites to birthday celebrations outside of the classroom to be sent directly to the children's homes. The school directory, provided near the beginning of the academic year, provides contact information for classmates' families. No treats, please.

A candle, representing the sun, is lit in the middle of the rug. Labels with each month of the year are laid in a circle radiating out from the "sun." The children and teachers sit in a wide circle around the sun and months of the year, while the birthday child stands next to the month of their birth holding a globe to represent the Earth. The child then walks around the sun one time for each year of their life. As the child walks, the teacher reads from the birthday form filled out by families, sharing special events from each year. At the end the child blows out the candle and the class sings "Happy Birthday."

## BATHROOM INDEPENDENCE

It is a requirement of admission to the preschool that a student be completely bathroom independent upon their start. We only admit students who wear underpants full time (no pull-ups or diapers). Willowwind School is not a licensed day care, and thus, toilet training assistance cannot be provided. Montessori preschool emphasizes independence in the bathroom along with self-dressing and hand washing. **Willowwind Preschool's definition of bathroom independence includes the child's ability to initiate bathroom trips, wipe independently, and change clothes with minimal assistance.**

We understand that students occasionally have accidents (especially when starting in a new environment). Families will be informed of accidents via a duplicate form to be sent home the day of the accident. Should a need arise for an enrollment change based upon identified toilet training issues, families will be contacted individually. We ask that each child have a change of clothes at school. This includes bottoms, top, underpants, and socks. As the seasons shift please bring in and exchange weather appropriate clothing. A clean set of clothes needs to be brought to school the day following an accident to replace the spare outfit.



# Health & Wellness



Willowwind asks all families and employees to please stay home if sick. If your child experiences the following symptoms, they must stay home and remain at home until symptom free (unmedicated) for 24 hours.

- 100.4 degrees or more
- Vomiting
- Diarrhea (or other GI symptoms)
- Excessive coughing

If a student becomes ill and experiences any of the symptoms above during the day, they will be sent home. The “Feel Better Room” will be available for ill children waiting to go home. This room will be thoroughly sanitized after each use.

Willowwind reserves the right to send home individuals that display symptoms of respiratory illness and may request the individual consult with their health care provider to follow relevant guidance before their return to Willowwind School. Documentation of consultation may be required.

We ask families to notify Willowwind if a COVID-19 or influenza diagnosis has occurred. When people get sick with a respiratory virus, the CDC recommends that they stay home and away from others. For people with COVID-19 and influenza, treatment is available and can lessen symptoms and lower the risk of severe illness. The CDC suggests returning to normal activities when, for at least 24 hours, symptoms are improving overall, and if a fever was present, it has been gone without use of a fever-reducing medication.

Once people resume normal activities, they are encouraged to take additional prevention strategies for the next 5 days to curb disease spread, such as taking more steps for cleaner air, enhancing hygiene practices, wearing a well-fitting mask, keeping a distance from others, and/or getting tested for respiratory viruses.

(adapted from [CDC.gov](https://www.cdc.gov))

# Preschool Behavior Protocol

Willowwind fully acknowledges and accepts age appropriate behaviors, testing boundaries and developing self control. However, behaviors displayed that directly threaten the safety of other students or teachers will not be tolerated. Unsafe behaviors will necessitate an incident report as well as communication with families. An incident report will be filled out describing the incident. These behaviors include biting, hitting, aggressive pushing or pulling, scratching, and any other actions that may cause gross physical harm to the self or another.

## PROTOCOL FOR BEHAVIORAL ISSUES:

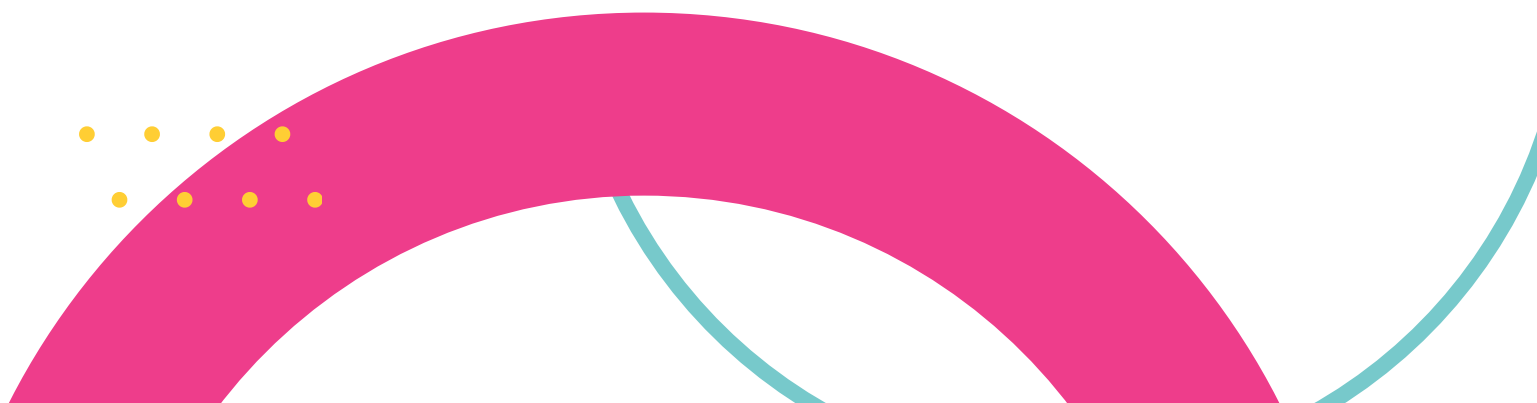
1. Incident reports or behavioral documentation is recorded by the teacher.
2. Depending on severity, up to 3 incident reports for unsafe behavior, families will meet with the teachers and the Head of School to create an Action Plan. T
3. After an Action Plan has been agreed upon and established, teachers will check in with families on progress.
4. Repeated behavioral issues that are not corrected by an Action Plan may result in further actions, up to dismissal, at the discretion of the Head of School.

Montessori philosophy emphasizes the characteristics of peace, movement with purpose, ability to choose independently, respect for self, others, and environment, as well as ability to focus. Students, families, and teachers are encouraged to work together to embrace this philosophy. Additional information about the Montessori philosophy can be found here:

<https://ws-ia-2024.cmstemp.com/academics/montessori-preschool.cfm>

“We must help the child to act for himself, will for himself, think for himself; this is the art of those who aspire to serve the spirit.”

– Education for a New World, Maria Montessori





## PRESCHOOL PLAYGROUND

Outdoor time is a wonderful extension of the learning environment and an opportunity to develop large gross motor skills. During this time, it is vital that students are safe and appropriate with their bodies and respectful to our environment and others in a way that reflects the principles of the Montessori philosophy.

Playing in ALL Weather:

Varying weather will not stop us from enjoying the outdoors, unless it is a safety concern. Once the colder weather arrives please be sure to send your child with the appropriate outdoor gear. This includes coats/ jackets, hats, gloves, snow gear, and rain/snow boots.

## COMMUNICATION

Seesaw

Families are provided information to sign up for the Seesaw app via email at the start of the year. This is the primary means of daily communication between the preschool classroom and home. Families should download this app and check it frequently. Daily posts will highlight classroom and student activities. Teachers will post at the end of each week about upcoming events.

## ABSENCES

Email is our preferred method of communication for early pick-ups, late arrivals, illnesses, and other updates.

- **Monarchs:** Please notify Ms. Kaye and Ms. Aneesa, as well as Rachel Butler at ([rachelb@willowwind.org](mailto:rachelb@willowwind.org)) and Stacy Stoyanoff at ([stacys@willowwind.org](mailto:stacys@willowwind.org))
- **Swallowtails:** Please notify Ms. Veronica and Ms. Paige, and also include Rachel Butler and Stacy Stoyanoff.

You can also leave a voice message at 319-338-6061.

## CONFERENCES

We value ongoing conversations with families regarding your children. Please feel free to email the teachers when the need arises. In addition, there will be two formal conferences with your child's teacher during the school year. At the conferences we will discuss your child's progress and ways we will further facilitate their growth.

## PRESCHOOL GIVING OPPORTUNITIES

Willowwind highly values family engagement. Your child's teacher will inform you of volunteer needs which are specific to the classroom. Also look for direct sign-up links for upcoming volunteer needs in the weekly e-newsletter from the office. Full-time preschool families are asked to contribute 20 hours of volunteer time per year. Part-time families are asked to contribute 10 hours per year.

Sample Volunteer opportunities:

- Making/repairing materials (i.e. sewing, cutting, pasting, laminating)
- Preschool playground maintenance
- Gardening
- Coming into the classroom to share a hobby, passion, or cultural celebration

# Contact Information

## PRESCHOOL STAFF

### Monarch Room

Lead Teacher: Kaye Lindsley  
kayel@willowwind.org

Assistant: Aneesa Housel  
aneesah@willowwind.org

Hwida Awadalla  
Preschool Assistant (Monarchs & Swallowtails)  
hwidaa@willowwind.org

### Swallowtail Room

Lead Teacher: Veronica Armstrong  
veronicaa@willowwind.org

Assistant: Paige Gerjets  
paigeg@willowwind.org



## OFFICE STAFF

### Main Office: 319-338-6061

Head of School  
Director of Admissions and Campus Operations  
Director of Finance and Business Operations  
Director of Marketing & Community Engagement  
Director of Programs & BASP  
Teaching and Learning Coordinator

Stacy Stoyanoff	stacys@willowwind.org
Rachel Butler	rachelb@willowwind.org
Anne Ehlinger	busoffice@willowwind.org
Emily Hill	emilyh@willowwind.org
Brett Burr	brettb@willowwind.org
Lisa Kavanaugh	lisak@willowwind.org

## RESOURCES

To learn more about Montessori, Willowwind School recommends these resources:

- A Parents' Guide to the Montessori Classroom, by Aline Wolf
- The American Montessori Society site <http://amshq.org/Family-Resources>
- Montessori Today site <http://www.montessori.edu/prod.html> •
- North American Montessori Center <https://www.montessoritraining.net/>