

Preschool Policies



2016-2017 School Year

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MISSION STATEMENT:

It is the mission of the Pawnee City Preschool Program to help children become life-long learners by having high expectations and providing maximum educational opportunities.

PHILOSOPHY:

Our philosophy is closely related to the curriculum we use here at Pawnee City; that is, that young children learn best by doing. Our most important goal for your child is to help them become life-long learners by providing opportunities to be good friends and good students.

CURRICULUM:

We all want our children to become independent, self-confident, curious learners who can work well with others. At Pawnee City School we are teaching them **how** to learn, not just in preschool, but all through their lives. We do this by creating purposeful and productive play experiences that help children grow in all areas.

The curriculum identifies goals in four areas of development.

Social/Emotional: to help children develop independence, self-confidence, and self-control; follow rules and routines; make friends; and learn what it means to be part of a group.

Physical: to increase children's large muscle skills-balancing, running, jumping, throwing and catching-and to use the small muscles in their hands to do tasks like buttoning, stringing beads, cutting, drawing, and writing.

Cognitive: to acquire thinking skills such as the ability to solve problems, to ask questions, and to think logically-sorting, classifying, comparing, counting, and making patterns-and to use materials and their imagination to show what they have learned.

Language: to use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words, and begin writing for a purpose.

Through the activities we plan and the way we organize the classroom, select toys and materials, plan the daily schedule, and talk with children, we seek to accomplish the goals of our curriculum and give your child a successful start in school.

ASSESSMENT:

Assessment is about looking at the processes children go through during their daily experiences and analyzing each child's strengths and areas for growth. The following methods are used as part of our assessment plan with each child:

Observations and Documentation

The teacher and paras actively observe and document each child during his/her experiences in play, project work, and daily routines. These observations serve as the basis for the assessment of children's development and progress. These observations are compiled into individual child portfolios.

Parent Interview

At the beginning of the school year the teacher will visit each child's home for a home visit. Parents will be asked to share goals for their child and to complete a social/emotional screening tool.

The Objectives for Development and Learning

The Objectives for Development and Learning are used by the teacher to organize and analyze anecdotal records and notes. The teacher is able to use the information from records and notes to communicate to parents how their children are developing the objectives.

ENROLLMENT:

Pawnee City Preschool is a pre-kindergarten class. If your child is or will be four-years old on or before July 31 of the current year, he/she is eligible for the program.

We encourage you to enroll your child full-time in the program. This insures that your child will keep his/her spot in the program. We may have a waiting list if our classroom numbers go beyond 20 students, and those wanting full-time will have first priority.

If you prefer your child attend part-time, please talk with Mr. Rottinghaus, principal. We understand that the transition to full-time for your child may be a difficult and stressful experience for your family. We at the Pawnee City Preschool Program will work with you to make the transition natural. Our goal is to have full-time participation for all children by January of the school year.

State law requires each beginning student to have on file prior to the first day of school in August (1) A copy of the student's birth certificate, (2) A health examination conducted by a qualified physician within six months of entrance to school, (3) Social Security number, (4) The immunizations listed in this manual, or a

signed statement by a parent and doctor or certified religious person indicating that he or she does not wish to have the child immunized.

Transportation by bus is available for preschool students living outside the Pawnee City limits who are also on an existing bus route. Please communicate with the school office if you are eligible for transportation and have not been contacted by the school.

HOURS OF OPERATION;

Pawnee City School's Preschool Program follows the district calendar. School begins at 8:10 a.m., and ends at 3:40. Each Friday school is dismissed at 2:00 p.m., for staff development.

If your child is going to be late or absent, please call the office at 402-852-2411 by 8:00 a.m. The office staff will inform the classroom teacher.

You are responsible for your child's attendance on his/her enrolled days. The preschoolers are allowed 10 absences each semester. You will be responsible for payment for each day beyond 10 absences.

Preschool begins at 8:10 a.m. If your child eats breakfast at school he/she should be brought directly to the cafeteria by the parent/caregiver no earlier than 7:45 a.m. There will be paraprofessionals on duty in the cafeteria. You may bring your child directly to the classroom if he/she does not eat breakfast; however, if you arrive with your child earlier than 8:00 please take him/her to the cafeteria to be supervised before school begins. If your child rides the bus there will be help when he/she arrives.

At the end of the school day, bus riders will be taken to the buses at 3:30 by a paraprofessional. The remaining children will be taken to the east side of the elementary building, where parents/caregivers will meet us. Late pick-ups will not be allowed.

FEES:

The preschool program will have a tuition rate of \$5.00/day (each additional child in the same family will be at a reduced rate of \$2.00/day). To ensure your child's enrollment, tuition payment(s) needs to be received prior to August 1. Please check with Terra Blecha, in the elementary office, for details on payment options. There are circumstances in which fees can be reduced or waived.

Because our goal for participation in the program is to have all children attending preschool full-time by January of the school year, we will be asking for full-time payment beginning in January.

Failure of payments as scheduled will result in the child's termination from the program until payment is made in full.

Meal prices are as follows: Breakfast-\$1.80, Lunch \$2.65, Extra Milk \$0.45

SCHOOL CLOSING:

The radio stations KTNC-Falls City (1230 AM), KNZA (101.3 FM), and KOLN-TV-Lincoln (Channel 10-11), will carry all school closing announcements due to inclement weather or other emergencies. We will also be using the *SchoolReach Instant Parent Contact*. Please be sure to keep us up-to-date on phone numbers so you are on the calling list. We will use this calling service for other informational notices and emergencies. Telephone lines should not be tied up by calling the school for closing information.

HEALTH AND SAFETY INFORMATION:

Physicals and Immunization Records for Students

The Nebraska State Department of Health requires that all students have a health examination prior to the beginning of the school year unless there was an examination within the last 6 months; in which instance, there must be a copy of the examination of file at the school. Forms for these examinations are available from the school office.

New immunization laws were passed and implemented as of July 1, 2006. With regard to immunizations and records, the State Department of Health and School Board policy require that:

1. All students must furnish proof of adequate immunizations to the school by listing at least the month and the year of each immunization.
2. Two to five year olds enrolled in a school based program not licensed as a child care provider must have the following required vaccines:
 - 4 doses of DTaP, DTP, or DT vaccine,
 - 3 doses of Polio vaccine,
 - 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age
 - 3 doses of pediatric Hepatitis B vaccine,
 - 1 dose of MMR or MMRV given on or after 12 months of age,
 - 1 dose of varicella (chickenpox) given on or after 12 months of age.
Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
 - 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

Health Policies and Procedures

1. Each fall the Educational Service Unit health van will screen the preschoolers. Parents will be notified if any problems have been found, and urged to seek medical attention as soon as possible.
2. The school does not diagnose or treat illness or injury. We will provide first aid for sudden illness or injury; however, parents will be notified. The school's responsibility continues until the emergency is placed in the care of the family or physician of choice.
3. The following medical conditions are such that exposure to other children is unwise. Therefore your child will be asked to stay home from school if he/she
 - Has a fever of over 100 degrees Fahrenheit.
 - Has conjunctivitis (pink eye)-should be diagnosed by a doctor and treated for 24 hours before returning to school.
 - Is vomiting or has diarrhea.
 - Has certain known contagious infections-a physician's care and treatment is necessary and the child will not be permitted to return to school until the risk to other children is eliminated.
 - Has a communicable disease, such as head lice, body mites, and other similar infestations or rash illnesses. A child with a communicable disease will be allowed to attend school in his/her usual class setting with the written approval of the student's physician stating that the disease is not in a communicable state. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion.

Administering Medicines to Students

It is the preference of the Pawnee City Board of Education that neither prescribed nor over-the-counter medications be brought to school or administered at school if at all possible. It is the parent's responsibility to communicate this policy to the family physician in order that the medication prescribed may be administered at times that do not involve the student's time at school.

School personnel designated by the principal may give prescribed medication that must be administered during the school day. This medication shall be kept in a secured cabinet or safe. The medication must be provided by the parent or guardian in an individual pharmacy labeled bottle for the student who is to receive it. The label must include the name of the child, time of the day the medicine is to be taken, and expected duration of treatment.

Permission for giving prescription medication at school shall be signed by the parent or guardian and physician, and filed in the office for the student who is to receive medicine. Forms are included in this handbook.

HOT LUNCH PROGRAM:

Pawnee City School participates in the Federal Hot Lunch and Breakfast program. Families must pay for meals in advance. Prices are as follows: Breakfast-\$1.80, Lunch-\$2.65, Extra Milk-\$0.45. Pawnee City also participates in the Free and/or Reduced Lunch Program for low income families. An application form for this program is provided with enrollment information at the beginning of the school year.

CHILD ABUSE AND NEGLECT:

Safety and well-being are vital to the growth and development of children. Helping to ensure the safety and well being of the children in our care is part of our job as teachers, part of our duty as citizens, and part of our partnership with parents. Children should be given every chance to live and grow, free from abuse and neglect.

Nebraska State Statutes 28-711 requires people who have reasonable cause to believe that a child has been subjected to abuse or neglect or observes such child being subjected to conditions or circumstances which reasonably would result in abuse or neglect to report the incident.

Staff will report suspected child abuse or neglect as follows:

1. Staff will report to the principal and will keep all information confidential.
2. Principal will report the case to the Department of Social Services or Police Department.
3. If a written report is requested, it should include the following:
 - a. Names and address(es) of the child and parents.
 - b. Age and sex of the child.
 - c. Type and extent of the child's injuries or complaints.
 - d. Evidence of prior injuries.
 - e. Explanation of the injuries as given by the child.
 - f. Name and telephone number of the reporter.
 - g. Actions taken by the reported (such as detaining the child, photographs).
 - h. Other pertinent information.

Refer to Nebraska State Statute 28-710 for specific information on child abuse and neglect.

DISCIPLINE:

Our goal for the preschoolers is for them to be self-sufficient and self-regulating. We implement Positive Behavior Strategies to meet those goals. Some of these strategies include providing opportunities to develop competent behavior, preparing a developmentally appropriate curriculum, clearly communicating expectations for behavior, and using situations in which inappropriate behavior occurs as opportunities for learning.

Our classroom has four expectations for behavior at school.

- 1) Be Safe
- 2) Be Respectful
- 3) Be Responsible
- 4) Be Healthy

Rules for behavior in all areas of school will follow these four expectations, and all staff members who are in contact with the preschoolers know these expectations. Discussions at home about appropriate behavior will reinforce the skills we are trying to teach at school.

PARENT-TEACHER PARTNERSHIP:

Pawnee City Public School values the participation of parents. You are your child's first and most important teacher. As the best expert on your own child, we will ask you what your developmental goals are and we will ask you for information that will help us get to know your child and family better. This will help us to plan appropriate activities for your child and to better meet his/her needs. Good communication is central to this cooperative partnership. Please feel free to discuss concerns about your child with the teacher. You may request a conference any time you feel it is necessary. We will have formal conferences in the fall and spring. Please keep us informed about any changes in your child's life so that we can be prepared to meet your child's needs.

Please feel free to participate in our program in any of the following ways:

- Parents are welcome to volunteer in the classroom. Please see the teacher for information about volunteering.
- Parents are always welcome to visit, share interests or special events, or accompany us on field trips.
- Attending parent/teacher conference in the fall and spring.
- Attending parent/family meetings and workshops offered throughout the school year.

- Be a member of the advisory board, which is composed of people in the community, teachers, the principal, and parents. This is a good way to provide input to the program and work towards continual program improvement.

On-going communication between our program and your family is very important. Each week you will receive a newsletter. The newsletter will contain information on classroom happenings and important announcements.

The classroom teacher can be reached at the school phone number (402) 852-2988, or (402) 852-2411.

ITEMS FROM HOME:

Children may not bring toy knives, guns, or swords to school. Violent play is strongly discouraged at school.

Personal toys can be very hard to share with others and we have an adequate number of materials for the children in our classroom. Please help your child remember to leave his/her own toys at home—toys might get lost or broken at school. We will have special sharing days at school throughout the year; please limit toys from home to those special days. They will be communicated to you.

Children are encouraged to bring a blanket, pillow, or other special naptime toy that will be stored in his/her cubby until nap. Please do not send sleeping bags, extra large nap mats, or nap mats that the child cannot fold to put away independently.

Supplies needed from home:

Four glue sticks

Box of 8 basic crayons. (DO NOT send boxes with more than 8 crayons!)

Extra set of clothes in a large Ziploc bag (each piece labeled!)

Boots for wet weather (labeled)

Rest mat (labeled)

Two boxes of tissue

One container of Clorox wipes

*Please DO NOT send pencils

It is very important to label every item. Children do not always know what is theirs, and the classroom teacher cannot keep track of everyone's things.

LIBRARY USE

The preschoolers will have the opportunity to check out books from the school library, and, at times, the public library. Each family is responsible for all books checked out. If these books are lost or damaged, the family is expected to make restitution.

CLOTHING:

Children need to spend time outdoors on a daily basis for fresh air and exercise. If the wind chill is below 10 degrees, or if it is raining, we will use the gym for outdoor time. However, on most days the children will go outside. Children should come to school appropriately dressed so that they may enjoy the outdoor activities. Please make sure that your child has boots, mittens, and a hat during cold weather.

Please have children wear comfortable, washable play clothing every day. Shoes should attach at the heel (NO FLIP FLOPS!) If your child cannot tie his/her shoes, please make sure shoes are VELCRO only. All extra clothing should be labeled with the child's name, as these items tend to be similar and easily misplaced.

FIELD TRIPS:

The preschoolers will be taking short bus trips, as well as many walking trips, at various times during the school year. In your child's enrollment information is a general permission slip for field trips throughout the year. Please complete and return the permission slip to the teacher.

PHOTOGRAPHS:

Photographs and/or video clips are taken on a daily basis and utilized for portfolios, for documentation in the classroom, newsletters, and the school website. In your child's enrollment information parents are asked to provide consent for their child to be photographed and/or videotaped. If you do not want your child's image to be used outside of the program you may indicate this on the permission form.

CONFIDENTIALITY POLICY

1. All information regarding any family and/or children enrolled in the program is to be treated as confidential.
2. All children's records remain in a locked filing cabinet in the elementary office.
3. All staff is briefed on the confidentiality policy.

4. Parents may view their child's file upon request.
5. The student's name, address, phone number, and age are considered directory information and may be released as public information.

GRIEVANCE PROCEDURE:

Each family served by the Pawnee City School preschool program has the right to express their opinions and concerns regarding all aspects of the program. Pawnee City School encourages parents to be open about their concerns and is dedicated to providing a high quality of care and education. The following procedure is to be followed in addressing a concern or grievance by the parent/family:

Procedure:

1. The family has the right to express any opinion or grievance concerning any aspect of their involvement with Pawnee City School. Concerns regarding the program or services provided should first be discussed and resolution sought among the persons involved.
2. If not resolved, the concern should be brought to the attention of the appropriate supervisory personnel. This may be done informally or by completing a "grievance" form, which will be easily accessible to parents.
3. The supervisor will respond to any concerns or grievances brought to her/his attention. Any formal grievances submitted will be reviewed with the goal of satisfactory resolution. A response will be provided to the parent within ten working days. The process and resolution will be documented on the grievance form.
4. Should the grievance not be satisfactorily resolved, it may be brought to the next level of the administrative structure (School Board) for review. A decision will be made and communicated to those involved within ten working days. All steps in the process and final resolution will be documented on the grievance form.
5. All persons involved in the grievance will observe confidentiality policies and will cooperate in carrying out the decision made in regard to the grievance.
6. All grievance forms will be kept on file for a minimum of five years.

Pawnee City Schools
Preschool Program
Parent Grievance Form

Parent(s) Name: _____

Child's Name: _____

Date of Grievance (if specific incident): _____

Time of Grievance: _____

Name(s) of Staff Involved: _____

Where did the incident occur (if applicable)?

Briefly describe the incident:

What attempts have been made to resolve this situation?

What would you like to see done to resolve this situation?

Parent Signature: _____ Date: _____

Pawnee City Schools Preschool Program
Grievance Form-Resolution Process

Name of Staff or Board Member: _____

Observations/Comments: _____

Decision Made:

Follow-Up Needed: _____

Has the grievance been resolved?

Supervisor: Yes _____ No _____ Signature: _____ Date: _____

Parent: Yes _____ No _____ Signature: _____ Date: _____

Pawnee City Public Schools, District No. 1

Homeless Policy

In compliance with the Education for Homeless Children and Youth McKinney-Vento Assistance Act, the Pawnee City Public Schools, District No. 1 has designated the Superintendent of Schools to serve as the local educational agency liaison for students in homeless situations. The district shall provide an appropriate public, barrier-free education to homeless students. The same services offered to other children will be accessible to them.

It is the intention of this district to conform to the law in the matters of enrollment and attendance of homeless children and youth. The district shall immediately enroll students in homeless situations without waiting for records from the previous school. Placement in the school of origin, or where they are temporarily residing, will be determined by the student's best interest, and correlated with the parent or guardian's request if possible. Enrollment disputes will be mediated by the designated local educational agency liaison in accordance with the dispute resolution section of the law.

Civil Rights

The Pawnee City Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Mr. Brian Rottinghaus
Superintendent
Pawnee City Public Schools
P.O. Box 393
Pawnee City, NE 68420
(402) 852-2988

Preschool Daily Schedule

7:45	Breakfast
8:00	Arrival/Wash Hands/Quiet Activities
8:15	Morning Meeting
8:30	Small Groups/show and share on Monday)
8:50	Choice Time (Library Time every day)
10:05	Five Minute Warning
10:10	Clean up and Review Meeting
10:20	Small groups
10:40	Transition to lunch
10:55	Walk to lunch
11:00	Lunch
11:20	Outside Time
11:55	Return to room/bathroom/story time
12:15-1:00	Nap
1:00	Non-nappers do puzzles
1:15-2:45	Choice time and Snack
2:40	Five Minute Warning
2:45	Clean up and prepare to go outside
2:50	Outside Time
3:15	Five Minute Warning
3:20	Go inside/restroom
3:30	Review Meeting and Dismissal

Friday:	12:00	Story
	12:15	Nap
	12:45	Special Activity/Social Training
	1:15	Music with Mrs. Veleba
	1:50	Review Meeting
	2:00	Dismissal