

# HAYES CENTER Preschool

## STUDENT-PARENT

## HANDBOOK

## 2023-2024



**Hayes Center Public Schools**

501 Troth Street  
Hayes Center, Nebraska 69032  
308-286-5600

# Table of Contents

<b>Intent of Handbook</b>	<b>3</b>
<b>Members of the Board of Education</b>	<b>3</b>
<b>Administrative Staff</b>	<b>3</b>
<b>Elementary Teaching Staff</b>	<b>4</b>
<b>Support Staff</b>	<b>4-5</b>
<b>Advisory board</b>	<b>5</b>
<b>Calendar and hours of operation</b>	<b>5</b>
<b>Mission and Goals</b>	<b>6-7</b>
<b>Teaching Philosophy</b>	<b>7-8</b>
<b>Curriculum</b>	<b>8-14</b>
<b>Assessment</b>	<b>14-15</b>
<b>Enrollment</b>	<b>15</b>
<b>Tuition</b>	<b>15</b>
<b>Parent involvement and communication</b>	<b>15-17</b>
<b>Literacy bags</b>	<b>17</b>
<b>Bathroom</b>	<b>17</b>
<b>Behavior Management</b>	<b>18-19</b>
<b>Recess</b>	<b>19</b>
<b>School Day</b>	<b>20</b>
<b>Food Services</b>	<b>20</b>
<b>Family Style dining</b>	<b>20</b>
<b>Snack</b>	<b>20-21</b>
<b>Transportation</b>	<b>21-22</b>
<b>Weather-Related School Closing</b>	<b>22-23</b>
<b>Student Illness</b>	<b>23</b>
<b>Medication</b>	<b>23</b>
<b>Immunizations</b>	<b>24</b>
<b>Head Lice</b>	<b>24</b>
<b>Nap Time</b>	<b>24-25</b>
<b>Transitional Plan</b>	<b>25</b>
<b>Junior Kindergarten</b>	<b>25-26</b>
<b>Screen time</b>	<b>26</b>
<b>Birth Certificates</b>	<b>26</b>
<b>Consent for use of GOLD</b>	<b>27</b>
<b>Parent handbook signature form</b>	<b>27</b>

# Hayes Center Preschool student/Parent Handbook 2023-2024 School Year

## Intent of Handbook

Taken from the 2022-2023 Hayes Center Student Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract” with parents, students, or staff and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

### Members of the Board of Education

Name	position
Toby Cox	President
Dexter Lacey	Vice president
Andrea Richards	Secretary
Nick Cox	Treasurer
Jeremy Loomis	Board member
Marian Richards	Board member

### Administrative Staff

Name	Position	Contact Information
Tony Primavera	Superintendent	tprimavera@hccardinals.org
Megan Soundy	PK-12 Principal	msoundy@hccardinals.org

### Elementary Teaching Staff

Name	Department	Grades
Karen Allen	Music	K-12
Sarah Rosno	Elementary	1 <sup>st</sup>
Aaron Gallegos	Physical Education	PK-12
Ellie Marquardt	Elementary	6th
Brin Martin	Special Education	K-12
Cheyenne Jeffers	Elementary	K
Hannah Brott	Title I Coordinator	K-12
Andrea Neal	Preschool, Fine Arts	PK-12
Kory Rhode	Elementary	5th
Leah Anderjaska	Guidance	PK-12
Dove Lacey	Elementary	2nd
Kitty Loomis	Elementary	3rd
Cassie Cole	Elementary	4 <sup>th</sup>

### Support Staff

Name	Position
Kent Fichtner	Bus Driver
Gregg Bishop	Transportation Director
Jeanne Bishop	Office Manager
Nanci Mintling	Para-educator--Preschool
Tammy Dow	Food Service Director
Maury Cox	Head Maintenance/Custodial
Alicia Dimas	Para-educator
Cami Koetter	Food Service Assistant
Mary Gigax	Para-educator, Health Aide
Lesa Johnson	Bus Driver
Leonard LaHair	Custodian
April Carroll	High School Secretary
Peggy Messersmith	Bus Driver

Tiffani Miller	Elementary Secretary
Barry Strasburg	Custodian
Brenda Anderjaska	Para-educator
Cindy Robinson	Para-Educator

**Preschool Advisory board**

Each school year, Hayes Center Preschool will meet with an advisory board to discuss the program’s past, current, and future progression. The advisory board will be composed of school administration, the preschool teacher, preschool para, kindergarten teacher, parent representatives, community representatives, and other specialists as seen fit for the given year or agenda. These meetings are open to anyone who would like to attend.

**Hayes Center Preschool Calendar and hours of operation**

- For the 2023-2024 school year, Preschool will meet in 1 section
  - Children who are in their first year of preschool eligibility (3-4 year olds) and children in their second year of preschool eligibility (4-5 years old) will all meet on Monday and Wednesday from 7:55-3:35 and every Friday from 7:55-3:05
- Junior kindergarten will meet 7:55-3:35 Monday and Wednesday and every Friday from 7:55-3:05 for the 1<sup>st</sup> semester. For the second semester, Junior Kindergarten will meet Monday-Thursday 7:55-3:35 and every Friday 7:55-3:05
- For the 2023-2024 school year, the first day of school will be:
  - Junior Kindergarten: Friday, August 18<sup>th</sup>
  - Preschool: Monday, August 21<sup>st</sup>
- For the remainder of the school year, Hayes Center Preschool will follow the same school calendar as Hayes Center Public Schools K-12. This can be found on the Hayes Center Public school’s webpage: <https://www.hccardinals.org/>

## **Hayes Center Public Schools Mission**

The Board of Education, administration and staff are committed *TO PREPARE STUDENTS TO BE LIFELONG LEARNERS AND PRODUCTIVE, RESPONSIBLE CITIZENS.*

Hayes Center Preschool is composed of staff, families, and students who all work together. We all have the responsibility of modeling and teaching students skills from all learning domains. The students are provided a variety of hands-on, play based experiences that will foster their development. We strive to use each student's own unique strengths and abilities to make each one successful. It is through a partnership between home and school that we can best support students. By our caring, hands on, play based environment it is our mission to have students feel safe and encouraged to learn.

## **Goals for Hayes Center Preschool**

Students:

1. Children will cultivate a joy and yearning for learning
2. Children learn how to think, reason, question, and experiment critically
3. Children will gain problem solving skills
5. Children will connect experiences between home, school, and the community
6. Children will gain respect for others and positive self-concept
7. Children will gain experience with creative self-expression in a process over product manner
8. Children will gain receptive and expressive language skills through verbal communication with peers and adults and hands on experiences
9. Children will gain experience with safety, health, and nutrition
10. Children will continue to grow in their understanding of and use of social and emotional skills on a personal level and in interactions with adults and peers

Parents/families:

1. Families will become actively involved in the education of their child(ren)
2. Families will become equipped with tools to help their children continue to grow and develop in the home setting
3. Families will value the education their child(ren) is receiving
4. Families will know that their child(ren) is in a safe environment

The community:

1. Members of the community will become actively involved in the education of the young people in the community
2. Members of the community will see the importance of the education of young children

Staff:

1. Will continue to grow in their knowledge of educating young children
2. Will respect the diversity of children and families
3. Will serve as a facilitator in the learning environment
4. Will create and maintain a positive and safe learning environment for children
5. Will help children manage behavior through the use of positive reinforcement

### **Hayes Center Preschool Teaching Philosophy**

For young children, education is a process of personal and intellectual growth achieved through the mediums of exploration, play, and active participation. Education should provide a way for young children to learn to think reflectively and abstractly in order to solve problems as well as cultivate a sense of individuality in each child.

Hayes Center Preschool staff believes that all children can learn if they are given the opportunity to actively explore and manipulate their world in a safe, caring, and nurturing environment. Every child has unique strengths and abilities and it is the staffs' responsibility to provide developmentally appropriate learning experiences that foster each child's social, emotional, physical, and cognitive development. Development is promoted by practices that support independence, interdependency with peers, creativity, self-choice, and respect for self, others, and the environment.

The first few years of a child's life are the most important. During these years children have very important work that needs to be done: play. Hayes Center Preschool is a firm believer that play is a child's work. Through play, children can explore their interests, and continue to develop their imagination, language, social skills, intelligence, and motor abilities. Play gives children the opportunity to work through and make sense of their past experiences and it also serves as a way for children to express their own thoughts, feelings, and ideas.

In order for children to receive the most benefit out of their education, play and learning experiences must align with the children's interests. This requires the staff to get to know the children and what they find most interesting. Children are also active learners creating knowledge and learning through their daily experiences with materials and people. Once the children's interests are known, it is important for staff to encourage the children to perform experiments about their interests, assist in the researching of interest topics, as well as to provide

lessons and activities that coincide with the children's interests.

Appropriate behavior is fostered by helping children learn to control their behavior and work out their conflicts with others rather than relying solely on adults to manage their behavior and intervene in disputes. Positive discipline places emphasis on preventing problems by attending to the room arrangement, having age-appropriate expectations, providing interactive activities for play learning, and active adult monitoring and supervision.

An atmosphere of mutual respect among staff and families is important for all who interact with children. When staff recognize and value the beliefs, customs and traditions of each family, the child and family are best served. Staff work as partners with parents but parents are the ultimate decision-makers in planning and setting goals for their children. Information from teachers based on current research and recommended practices provides support to families in their decision-making process. The advocacy efforts of staff and families are important for improving the lives of all children.

### **Hayes Center Preschool Curriculum**

Hayes Center Preschool uses an eclectic curriculum approach. Our curriculum pulls together best practices from varying curriculums and tailors these practices to meet the needs of the children on a more individualized basis. The guiding factor in our curriculum is that children learn best through the median of play. With this in mind, Hayes Center Preschool provides an ample amount of time for both structured (teacher facilitated) and unstructured (child facilitated) play. These play experiences use components of loose parts play, thematic play, large and small motor play, sensory play, dramatic play and more. Whether the play is structured or unstructured, each play experience is well thought out in advance and is based around the interest of the children and the skills that the children are currently working on at the given time. Hayes Center Preschool also utilizes the "Plan, Do, Review" process. Within our curriculum, there is an emphasis on using real-life experiences to build on a child's knowledge. We strive to provide an array of language rich opportunities through multi-sensory medians to build on a student's understanding of the world around them. Every child's timetable is unique, and is viewed as an active and interactive process where children learn most effectively from their own discoveries. Our curriculum is guided by and based around the Nebraska Early Learning Guidelines for Ages 3-5 as well as Teaching Strategies GOLD authentic on-going assessment process.

To promote play based learning and child directed learning, the Hayes Center Preschool classroom is arranged into "interest areas", which we call centers. These areas provide an array of open ended materials that children can use based on their individualized current developmental stage. These areas include:

- Dramatic center
- Sensory center
- Literacy and writing center
- Fine motor (manipulative) center
- Social and emotional center
- Magnet center
- Reading center
- Block center
- Math center
- Art center
- Music center
- Science center



Utilizing the “interest area” classroom design encourages growth and development of children in a number of different ways and through and number of different skills:

- Measurement
- Size/shape
- Geometry
- Small and large muscle control
- Problem solving
- Sharing and turn taking
- Cause and effect
- Hand/eye coordination
- Positional words
- Social skills
- Classification
- Language acquisition
- Creativity
- Color concepts
- Emotional expression
- Self-confidence and self-expression
- Visual perception/discrimination
- Negotiating
- Emotional regulation
- Sustained attention
- Idea representation
- Abstract thinking
- Risk taking
- Delayed gratification
- Self-regulation
- Cooperative play
- Acceptance of differences
- Number recognition
- Comparisons
- One to one correspondence
- Counting
- Estimation
- Graphing
- Patterning
- Sorting and ordering
- Letter discrimination
- Letter formation
- Sharing ideas
- Ways of communicating
- Meaning of print
- Print concepts
- Observation skills
- Predictions
- Questioning
- Reasoning
- Planning
- Drawing conclusions
- Spatial awareness
- Tactile experiences
- Cognitive development
- Pre-reading skills
- Book appreciation
- Information gathering
- Phonemic awareness
- Rhyming
- Building comprehension
- Auditory discrimination
- Direction following
- Event sequencing
- Memory development
- Bodily awareness
- Task completion
- Flexible thinking
- Social problem solving

**Developmental domains:**

**a. Social-emotional development-** Staff will provide children with experiences that help children:

1. recognize their own and other's feelings
2. regulate their emotions, behaviors, and attention
3. develop a sense of competence, positive attitudes towards learning, and learning to help
4. resolve conflicts in constructive ways
5. learn from one another
6. interact positively, respectfully, and cooperatively with others
7. learn to understand, empathize with, and take into account other's perspectives

Throughout the course of the day, children will be able to interact with staff who:

1. are attentive and responsive
2. facilitate social competence
3. facilitate the ability to learn through interacting with others
4. Provide consistency to foster self-regulation

**b. Physical-**Physical development involves the development of large and small muscles. The environment of Hayes Center Preschool is arranged in a way that promotes and allows children to move freely and begin to achieve mastery of their muscles through self-initiated activities. Children will be given ample experiences using their hands and fingers.

Activities that may be used to development fine motor skills can include, but are not limited to:

1. using pegboards
2. learning to fasten clothing such as zippers, buttons, shoelaces, etc.
3. using writing utensils such as crayons, markers, colored pencils, paint etc.
4. using puzzles
5. fingerplays
6. using tongs and grabbers
7. using pipettes
8. beading

Children will also have numerous opportunities and experiences to assist in their development of their gross motor skills. These experiences can include, but are not limited to:

1. dancing (movement and music)
2. climbing
3. crawling
4. running
5. balancing
6. bouncing

**c. Language**-Hayes Center Preschool strives to integrate language learning (verbal and written) into multiple areas and interactions throughout the day. This language model exposes children to print and language that is found in their everyday lives-also known as environmental print. These print materials are then integrated into every learning area in the Preschool. The Preschool will also provide an ample amount of books strategically placed around the classroom to enhance exposure to language. The staff will also ensure that the children have many experiences listening to stories whether this is done via a group story time when the teacher reads or through individualized story reading at the request of the child. Verbal communication will also be encouraged by having the children:

1. respond to questions
2. verbalize needs, thoughts, and experiences
3. describe things and events
4. Think, reason, and question critically

**Integration of key content areas:**

**a. Early literacy**-Throughout the course of the day, children will have the opportunity to be actively involved in making sense of print and having the opportunity to become familiar with and recognize print that is available in the classroom. This will be enhanced by:

1. labeling items belonging to children with the child's name
2. labeling other materials throughout the room
3. using print (connected to meaningful pictures) to describe rules and routines

4. staff helping children connect spoken and written words via brainstorming charts, KWL charts, can/have/are charts, etc.

In relation to print materials, children will also be provided with the opportunities to:

1. be read books in group and individual settings no less than 2 times a day
2. explore books on their own and have a quiet place to do so
3. have access to various types of books that include storybooks, non-fiction books, rhymes, alphabet books, picture books
4. be read the same book on repeated occasions
5. retell and reenact events from a story
6. identify the parts of the book

In relation to writing, children will have the opportunities to:

1. readily access writing materials in all learning centers
2. write various types of writing including scribbling, letter-like marks (mock letters), and developmental (inventive) spelling
3. write or dictate ideas
4. recognize and write letters
5. see staff model functional use of writing
6. be given the support they need to write on their own
7. access the alphabet and other printed words related to current interests

**b. Early mathematics**-children will be provided with opportunities and materials to:

1. build an understanding of numbers, number names, and their relationships to quantities and symbols
2. categorize by one or two attributes such as shape, size, and color
3. Encourage them to integrate math terms into everyday life
4. understand the concept of measurement of both standard and non-standard form
5. understand basic concepts of geometry such as naming and recognizing 2 and 3 dimension shapes and describing these in their own words
6. build an understanding of time in the context of their lives, schedules, and routines

7. recognize and name repeating patterns

**c. Science-** children will be provided opportunities and materials to:

1. learn key concepts and principles of science such as:
  - a. differences between living and non-living things
  - b. life cycles
  - c. physical properties of objects and materials
2. use their five senses to observe, explore, and experiment
3. use simple tools to observe objects and phenomena
4. collect data
5. represent and document findings
6. encourage them to think, question, and reason about observed phenomena
7. encourage them to discuss scientific concepts in everyday conversation

**d. Creative Expression-** Creative expression will allow children to gain an appreciation of, new concepts of, vocabulary related to, and a form of self-expression in the following categories:

1. art
2. music
3. drama
4. dance

These experiences are geared to stimulate creative expression in children in a process over product environment.

**f. Health and safety-** children will be provided with opportunities and experiences that:

1. encourage good health practices such as good nutrition, hand washing, and brushing teeth
2. help them learn about nutrition, including
  - a. identifying food sources
  - c. preparing healthy food
  - d. eating healthy food

3. increase awareness of safety rules in classroom, home, and community
4. provide practice with safety procedures

**g. Social studies**-children are provided learning opportunities to:

1. foster positive self-identity and an emerging sense of self and others
2. become part of the classroom community so they feel accepted and gain a sense of belonging
3. explore social roles in the family and workplace through play
4. learn about the community in which they live
5. engage in discussion about
  - a. fairness
  - b. friendship
  - c. responsibility
  - e. differences
6. learn about physical characteristics of local environments
7. learn how people affect environments in positive and negative ways
8. build a foundation for understanding economic concepts

## **Assessment**

The Nebraska Department of Education requires that students who receive early childhood services (birth-5 & preschool) participate in Teaching Strategies GOLD for an on-going, authentic assessment of each child's growth and development. This system assesses the growth of children in developmental domains (social/emotional, physical, language, and cognitive) as well as in content learning (literacy, mathematics, science, technology, social studies, and the arts). The purpose is to help teachers become more efficient and effective in getting to know each student-what they can do as well as their strengths, needs, and interests. With this knowledge the teacher will better be able to guide a child's learning and plan engaging experiences that meet the individual needs of the child as well as the group needs of the class. Teaching Strategies GOLD is a confidential online documentation system. This authentic ongoing assessment system has the ability to use pictures/videos/audio recordings of students and students work. This system is meant to help teachers be more effective and efficient when working with children "capturing the moment" so it can be reviewed in more depth after the moment has passed and a clearer more accurate assessment of the situation can be completed, which leads to more accurate usable data on levels of growth and development. Only administration, the preschool teacher, and the

preschool para will view these materials.

### **Hayes Center Preschool Enrollment**

- Hayes Center Preschool offers preschool to children 3-5 years old. In order to attend preschool, a child must turn 3 on or before July 31<sup>st</sup> and must not turn 5 on or before July 31<sup>st</sup>. Children must also be toilet trained to enroll in Hayes Center Preschool.
- According to state law 79-1101(3)(b) children who turn 5 on or before July 31<sup>st</sup> are not eligible to enroll in preschool. Hayes Center Schools offers a Junior Kindergarten class for those students who turn 5 on or before July 31<sup>st</sup> but whose parents have chosen to add a transitional year between full time preschool and full time kindergarten. The purpose of Junior kindergarten is to provide an extra year of growth and development for children in all areas of learning: social, emotional, language, physical, cognitive, literacy, and more. It is meant to provide an extra year for children to mature and gain skills that will help them have a greater amount of success in Kindergarten as well as all throughout their educational careers. Any child who meets the Kindergarten cutoff date is eligible to participate in Junior Kindergarten. The Preschool and Kindergarten teachers will meet with parents to discuss participation in this program. The make-up of this program will be as follows:
  - Children who meet the July 31<sup>st</sup> cutoff date will enroll in Kindergarten
  - For the 1<sup>st</sup> semester of the school year, these children will attend school on Preschool days (Monday, Wednesday, and every Friday). They will spend the morning in the preschool room (7:55-12:45) and the afternoon in the Kindergarten room (12:35-3:45)
  - For the second semester, these children will come to school every day of the week. Still spending the morning in in the preschool room and the afternoon in the kindergarten room.
- Enrollment forms are available at the Hayes Center Elementary of High School office or by contacting Miss Neal. The school needs a copy of the child's birth certificate and immunization records.

### **Tuition**

Hayes Center Preschool offers school at no cost. We want everyone to have an equal opportunity at learning in our fun and safe environment.

### **Parent involvement and communication**

At Hayes Center Preschool, parents are viewed as fundamental assets to the successful operation of the preschool program. Parents are valuable partners in the education of their children. This is why we have an "open door" policy at Hayes Center Preschool. Parents are welcomed into our program at any time throughout the course of the day. We also want to partner with parents to

improve the functioning of the school by having parents actively volunteer, teach lessons using their skill sets, be guest speakers, etc.

Parents are encouraged to bring any concerns, questions, or ideas that they have to the teacher. We want to provide the best education we can for the children and to keep parents as informed as we can so parents are welcome at any time to come in and talk with the teacher about the progress and education of their child.

We strive to keep the lines of communication open between the school and the parents via parent-teacher conferences twice a year, home-visits offered twice a year, hosting an open house, hosting special events with specific family involvement, having open advisory board meetings, monthly newsletters, postings on Seesaw, etc. We also host a number of events that parents are invited to attend. These events include (but are not limited to): gingerbread house decorating, Donuts with Dad, special events held during Week of the Young Child, and more.

As stated in the Nebraska Department of Education Rule 11, home visits are a required part of an early childhood program. Home visits provide the teacher with a greater insight into the children and their families, gives the families a greater opportunity to get to know the teacher, show how important families are to the program, and adds a personal touch to the child and family's preschool experience. There will be two home visits offered a school year, one at the beginning of the year in July/August/ September and one at the end of the year in April/May. The teacher will contact families with potential times and dates to complete each home visit.

There will also be parent/teacher conferences held two times a year. These conferences will be a time to discuss the development of each child with his/her parents, review goals that were set at the home visit, discuss any concerns and questions related to the preschool program of the child, and to continue to foster open and honest communication between the school and the families.

At the beginning of each new month, the preschool teacher will email each family a monthly newsletter. This newsletter will contain current articles related to early childhood education and development, important dates to keep in mind, and reminders. It will also include the monthly theme. This will give a brief overview of what we will be discussing over the course of the next month and possible activities and play scenarios children will be involved in. All of these are just suggestions and are open to change as the students show interests in different facets of the topics. The newsletter will also include a list of books that we will be reading or that will be available in the classroom that month in case you have these at home or want to read these outside of the school setting to make further connections with the learning process. A list of songs and fingerplays that we are using will also be included. A highlight from the last month of learning with a brief description and pictures will make an appearance as well.

This year, Hayes Center Preschool will again be utilizing Seesaw. This is a platform for Hayes Center Preschool families to stay connected and up to date with the growth, learning, and new discoveries their children make throughout the school day. It is a platform to celebrate the children's achievements and to gain an understanding of how the children learn! It is also a platform that will allow the teacher to send out reminders to families about various special activities, changes in schedule, or other preschool or school wide happenings. Seesaw is a



classroom website that also has an App and can be used on any device. For those students who are new to preschool, if Miss Neal has a parental email, she will send out an email invitation for you to join your child's Seesaw class. QR codes and explanation sheets will also be sent home with each child as another way to connect to your child's Seesaw class. We would love for families to be a part of this group with us.

### **Privacy**

- This group is meant to share information with all the preschool parents about what the children are learning and doing throughout the school day. Please respect the privacy of all of the families and do not share what is posted on this group publicly.

## **Literacy Bags**

As a means to foster the importance of literacy, family literacy, family involvement, and home school connection your preschooler will periodically be coming home with literacy bags. These are thematic bags that contain books related to a theme and then games/activities that relate to the theme that can be done as a family. The goal is to send a book bag home with student at least once a month. Bags will be sent home on Fridays (or the last day of school for the week) and will need to be returned by the next Wednesday. Please try to keep all of the parts of the book bag together. Each game has its own folder to store the materials and we would greatly appreciate if these were utilized to keep everything together so that it will be there for the next student to use.

## **Bathroom Routines**

When students enter preschool they are to be already toilet trained. Now with the change in environment, the hustle and bustle of many kids, getting used to new adults, etc. we completely understand that accidents happen. This is one reason we ask that you ALWAYS have a 2 changes of clothes in your child's backpack that includes shirts, pants, underwear, and socks. If your child comes home in the spare outfit, please remember to put a new spare outfit in their backpack. We do have a limited number of spare clothes at the school. If your child is sent home in clothes that are not his/hers, please send these back to school so that they can be used again as needed. If your child does have an accident at school, we will send home an "oops report" that will let you know why they are in a change of clothes (wet slide, messy paint play, did not make it to the bathroom in time, etc.).

We have bathrooms inside our classroom and the children are free to use these at any time they need. As a means of teaching self-regulation, decision making, cause and effect and independence, we do not have specific times that we go to the bathroom as a group. Throughout the day, the teacher will give reminders and ask the group if anyone has to use the bathroom, but it is up to the child to make the choice to go.

## Behavior management

At Hayes Center Preschool, we do not use ANY physical punishment. Rather, we believe in using positive forms of behavior management that help guide and teach the students more acceptable ways of controlling their bodies and minds. Hayes Center Preschool regularly employs the use of Becky Bailey's Conscious Discipline strategies. These strategies focus on helping children make positive and healthy choices throughout the day. They also provide children with healthy, positive, and safe strategies to manage their emotions focusing on self-control and self-discipline. Specific strategies that teachers and children will employ for behavior management include (but are not limited to):

- Not commanding or demanding behaviors from children, but instead giving children choices that still accomplish what the teacher is asking of them. This gives children power of what they do while what they are doing is still in the purview of what the teacher desires
- Respecting each child and understanding why they displayed the behavior instead of just getting upset by the behavior. This will show the children that it is not them that is not appreciated but simply the behavior they displayed.
- Ignoring undesirable behavior unless it is harmful to others. Many times children show behaviors to get attention and a reaction. If the attention and reaction is taken away, the behavior will be as well over time.
- Being fair and consistent
- Having children help set the rules for the classroom and the consequences for not following
- Using positive reinforcement and eliminating negative reinforcement
- Focusing on building and fostering positive relationships with each child

We also employ the use of concepts and ideas from NCPMI: The National Center for Pyramid Model Innovations (formerly known as CSEFEL: Center on the Social and Emotional Foundations for Early Learning). We have adopted the use of having a "safe place" within our classroom for students to go to when they are feeling or having strong emotions. We have also adopted the use of "Tucker Turtle". Tucker is a turtle puppet that we have and that we meet at the beginning of the school year. He has a book and a song that discusses that Tucker has strong feelings and it teaches the kids how tucker handles these feelings. Tucker is in our safe place and the kids learn that anytime they have strong feelings they need to tuck themselves into their shell like tucker, stop, and breath. They are free to talk and use Tucker at any point throughout the day that they feel they need to. We have also adapted to use of having a 'solutions kit'. This is a collection of picture cards that each represent a specific strategy that can be used to help solve social problems. Each strategy is strategically introduced one at a time and practiced in a safe group setting. There are a variety of other resources that are utilized from NCPMI including: the 4 steps to problem solving, explicitly teaching about and naming emotions, deep breathing, emotional thermometers, scripted stories, mini lessons connected with specific books and more.

Part of early childhood education, includes the explicit teaching of social and emotional behaviors and norms because children are still acquiring these skills at early ages. With this in

mind, we have a structured 10-15-minute small group social and emotional learning time that gives the children explicit instruction and guided practice with social and emotional skills that build on each other throughout the course of the year (we call this our “superfriends time). These mini lessons take kids on a step by step, hands on learning process of social and emotional skills starting from day one of school and going through the entire year.

To learn more about Becky Bailey and Conscious Discipline, you are free to research at the following website:

<https://consciousdiscipline.com/about/becky-bailey/>

To learn more about NCPMI, you are free to research at the following website:

<https://challengingbehavior.cbcs.usf.edu/index.html>

To learn more about CSEFEL, you are free to research at the following website:

<http://csefel.vanderbilt.edu/index.html>

## **Recess**

Spending time in the outdoor environment is such a vital component of Early Childhood Programs. It is a time that children develop language skills, large motor skills, social/emotional skills (cooperation, turn taking, games with rules, self-regulation, decision making, etc.), respect for the environment, science skills (weather, observation making, predictions, living/non-living, life cycles, etc.), cause and effect, and much, much more. Before going outside, we will check the weather to ensure that temperatures are within safe ranges for the students (feels like of 15 or warmer).

With this being said, Hayes Center Preschool will be going outside in ALL kinds of weather including rain, snow, cold, hot, etc. We take the time to change in and out of appropriate outdoor gear each time we go outside, so sending snow pants, boots, rain boots, etc. is a wonderful idea. Parents will be responsible for providing appropriate clothing attire which includes:

- Cold weather/snow: hats, gloves, boots, heavy coats, snow pants, warm socks, and extra changes of clothes in case their clothing gets wet. If no boots or snow pants, children will still go outside, but they will be asked to stay on the paths that have been scooped.
- Rain weather: boots, coats, umbrella if desired, change of clothes incase get wet.
- Hot weather: cool clothing

It is also the responsibility of the parents to ensure that their children are wearing the proper warm clothes when they are brought each day. The preschool does have a limited supply of clothing that children can wear but we do not guarantee that the clothing will fit the children or that we have the proper clothing for the current weather. Children will not be permitted to go outside if they do not have appropriate clothing for the weather. For example, if it is a cold and snowy day and a child does not have a coat, the child will not be able to go outside for the day. It is the responsibility of the parents to ensure their children are dressed appropriately for the weather and have whatever protective gear may be required for that day.

## **School Day**

Taken from the 2022-2023 Hayes Center Student Handbook

The school day typically begins at 7:55 a.m. and ends at 3:35 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 10 minutes before the school day begins and 10 minutes after the school day ends. There will be no supervision provided by the school before or after these times. Parents must arrange for their children to leave school promptly at the end of the day.

## **Food services**

Taken from the 2022-2023 Hayes Center Student Handbook

The school district provides a food service program that is designed to provide adequate nutrition and in educational experience for students.

### **Breakfast**

The School will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced price lunch also qualify for free or reduced-price breakfast. The school district charges students \$1.65 and adults \$2.50 for breakfast.

### **Lunch**

Lunch prices depend on the federal funding that the program receives. Lunch for PK-6 is \$2.80. Lunch for 7-12 lunch is \$3 for students and \$4 for adults.

### **Payment for Meals**

Students are encouraged to pay for meals several weeks in advance. Payment may be made online or in the school office.

## **Family Style Dining**

In an effort to promote social and emotional growth, independence, language skills, and more Hayes Center Preschool will eat lunch in what is known as “family style dining”. Throughout the course of the meal, the teachers and students will be engaged in conversations in an effort to enhance and extend language use and acquisition as well as to learn social and emotional norms. Family Style Dining in the preschool years also teaches etiquette such as how to sit at the table, chewing with mouth closed, not talking with food in mouth, appropriate voice level at the table, cleaning up your spot when you are finished, serving and scooping your own food, and more.

## **Snack**

Throughout the course of the school day, the children will receive 2 snacks, one in the morning and one in the afternoon. The snack will be offered as an option during each self-exploration time. Snack is always offered, but it is the student’s choice whether to accept. We strive to

provide a varied snack menu that has healthy components. A monthly snack menu will be provided to each family for the morning and afternoon snack.

## **Transportation**

Taken from the 2022-2023 Hayes Center Student Handbook

### **Transportation Services**

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them

### **Transportation to school**

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they may be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

### **Bus Regulations**

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) Rules of conduct on school vehicles:

- 1) Students must obey the driver promptly
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles
- 7) Students may not use profane language, obscene gestures, tobacco alcohol, drugs, or any other controlled substance on the vehicles
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motions. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet

- 10) Students may not open windows without permission from the driver. Students may not dangle any items (e.g. legs, arms, backpacks) out of the window)
- 11) Students must secure any items or items that could break or produce injuring if tossed about inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus

**b) Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules of Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

**c) Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other students discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (vans-10 riders only, plus driver).

## **Weather-Related School Closings**

Taken from the Hayes Center Public School Handbook 2022-2023

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on the school messenger system, the school's Facebook page, and the school's website. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office

If school is closed due to severe weather conditions, all after-school activities will be canceled.

## **Student Illness**

Taken from the Hayes Center Public School Handbook 2022-2023

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parents(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

## **Medications**

Taken from the Hayes Center Public School Handbook 2022-2023

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

**Prescription medication:** (1) parents/guardians must provide a physician's written authorization for the administration of the medication. (2) parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to the school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

**Non-prescription medication:** (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

## **Immunizations**

Taken from the Hayes Center Public School Handbook 2022-2023

All students must furnish one of the following to school officials:

- Proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- A signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records

**Provisional enrollment:** students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

## **Head lice**

Taken from the Hayes Center Public School Handbook 2022-2023

Students found to have live head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district find that no live lice, louse eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the students and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

## **Nap time**

Each day that preschool is in session, there is a nap time scheduled for after lunch. Students are never forced to sleep, but this is a time for students to rest their bodies and they may choose to sleep or lay quietly. A nap mat will be provided to each student and these will be sanitized daily and thoroughly cleaned once a week. Students are welcomed and encouraged to bring a blanket, pillow, and/or a special stuffed animal from home to use during rest time. All nap items will be kept at school and sent home every other week (roughly every 6 sleeps). While stored at school, each child's nap items will be placed in a separate bag, clearly labeled with his/her name and will then be placed in a storage container when not in use.

During nap time, Miss Neal will be out of the room teaching a class at the high school. Mrs. Mintling will stay with the children throughout the entire nap time. If a problem arises during nap time or more hands are needed, Mrs. Mintling will let the office know. Miss Neal will also



always be readily available for assistance or to return as needed.

### **Transitional Plan**

In order to make the transition from preschool to kindergarten as smooth and seamless as possible, the Preschool and Kindergarten teachers will be in constant contact with each other. Throughout the school year, the Preschool and Kindergarten classes participate in many events together such as field trips, art projects, outside endeavors, and more. The Kindergarten teacher is also a member of the advisory board and is kept up to date on curriculum and assessment information. The Preschool teacher will also provide the Kindergarten teacher with finalized data and developmental levels from the GOLD assessment system for those students entering Kindergarten. The Preschool and Kindergarten teachers are also in constant contact about the skills that are focused on in preschool and how these align to Kindergarten skills and need to know knowledge.

Towards the end of the year (around April), those students who are moving onto Kindergarten will begin the transition process by spending time in the Kindergarten room throughout the course of the day to help get accustomed to and form a relationship with the teacher and to familiarize themselves with the rules, routines, and expectations of the Kindergarten classroom (when a long term substitute teacher is in Kindergarten this transitional plan may be modified to best meet the needs of the class and teacher at that time). The organization of this transition experience may vary slightly from year to year based on the schedule of the current year, but the main component is to provide time for the preschool children to spend time within the Kindergarten classroom for a small portion of the day.

### **“Junior Kindergarten”**

What is it:

- A transitional year between full time preschool and full time kindergarten.

Purpose:

- To provide an extra year of growth and development for children in all areas of learning: social, emotional, language, physical, cognitive, literacy, and more. It is meant to provide an extra year for children to mature and gain skills that will help them have a greater amount of success throughout their educational careers.

How to determine use:

- The use of the Junior Kindergarten program is 100% parent choice. We want parents to be able to make an empowered and informed decision about what will be best for their child. All children who are Kindergarten eligibility age and their parents will have the same opportunity to make an empowered decision about Junior Kindergarten. The preschool and Kindergarten teacher will be available to meet with the parents to provide them with specific information and answer any questions that the parents have in order for the parents to make an informed decision. The Preschool and Kindergarten teacher

will support the parents in the decision making process, but the decision is left to the choice of the parents.

What will the program look like:

- To begin the school year, any child who meets the July 31 cutoff date and is completing the Junior Kindergarten program will be enrolled in Kindergarten
- For the first semester, these children will come to school on Preschool days (Monday, Wednesday, and every Friday). They will spend the morning in the preschool room and the afternoon in the Kindergarten room for the entire first semester
- For the second semester, these children will come to school every day of the week. They will still spend the mornings in Preschool and the afternoons with in Kindergarten.
- The specific content of the JK program will be created around the unique make-up of this class each year and the developmental abilities that each child brings to this class.

### **Screen Time**

When looking at research, it is seen that too much screen time in the younger years can have negative effects on a child's development. In relation to screen time, one must also look at the educational value behind the screen time and how it will enhance the knowledge and learning of the child. With this research being known, Preschool children in the Hayes Center Preschool will have limited access to "traditional screens". This means, that all of the screen time that we use will be on a limited basis and will be things outside of television, video games, etc. Educational videos may be used to show a phenomenon that cannot be experienced hands on, such as observing an octopus swimming in the ocean or watching a time lapse video of a plant life cycle, etc. We will also use technology intertwined in our play such as an overhead projector to make lights and shadows for puppet play or an overhead projector to display a picture and for children to trace and design using larger muscle movements. All of the screen time and technology that will be used in preschool will be on a limited basis and will have sound educational purpose behind their use.

### **Birth Certificates**

As stated by the Nebraska Department of Education in Rule 11, all students entering preschool must have a copy of a birth certificate on file at the school. The parents/guardians of the child need to provide the school with a copy of their child's birth certificate within the first 30 days of school starting.

## Consent for Use of GOLD

*I give my consent for Hayes Center Public School District to use my child \_\_\_\_\_'s images (photo or video), audio recordings, works/performances (artwork, musical recording, writing samples) and other such information for documentation on the Teaching Strategies GOLD system.*

### Please initial the following statements:

\_\_\_ I understand that GOLD only allows the video, audio, or pictures to be uploaded to the GOLD data system

\_\_\_ I understand this consent is for the entire time services are provided in the birth-5 program

\_\_\_ I understand this means that such information will be used by only servicing teachers and administrators

\_\_\_ I release the Hayes Center Public School District and its employees from any liability related to using the student's information in Teaching Strategies GOLD

Parent/guardian signature: \_\_\_\_\_

Date of consent \_\_\_\_\_

## Parent Handbook Signature Form

I \_\_\_\_\_ (enter name) verify that I have read, understood, and will abide by the policies, procedures, and regulations that have been outlined and defined in this Hayes Center Preschool Handbook and that I will be held responsible for knowing and following these policies, procedures, and regulation

Parent/guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_