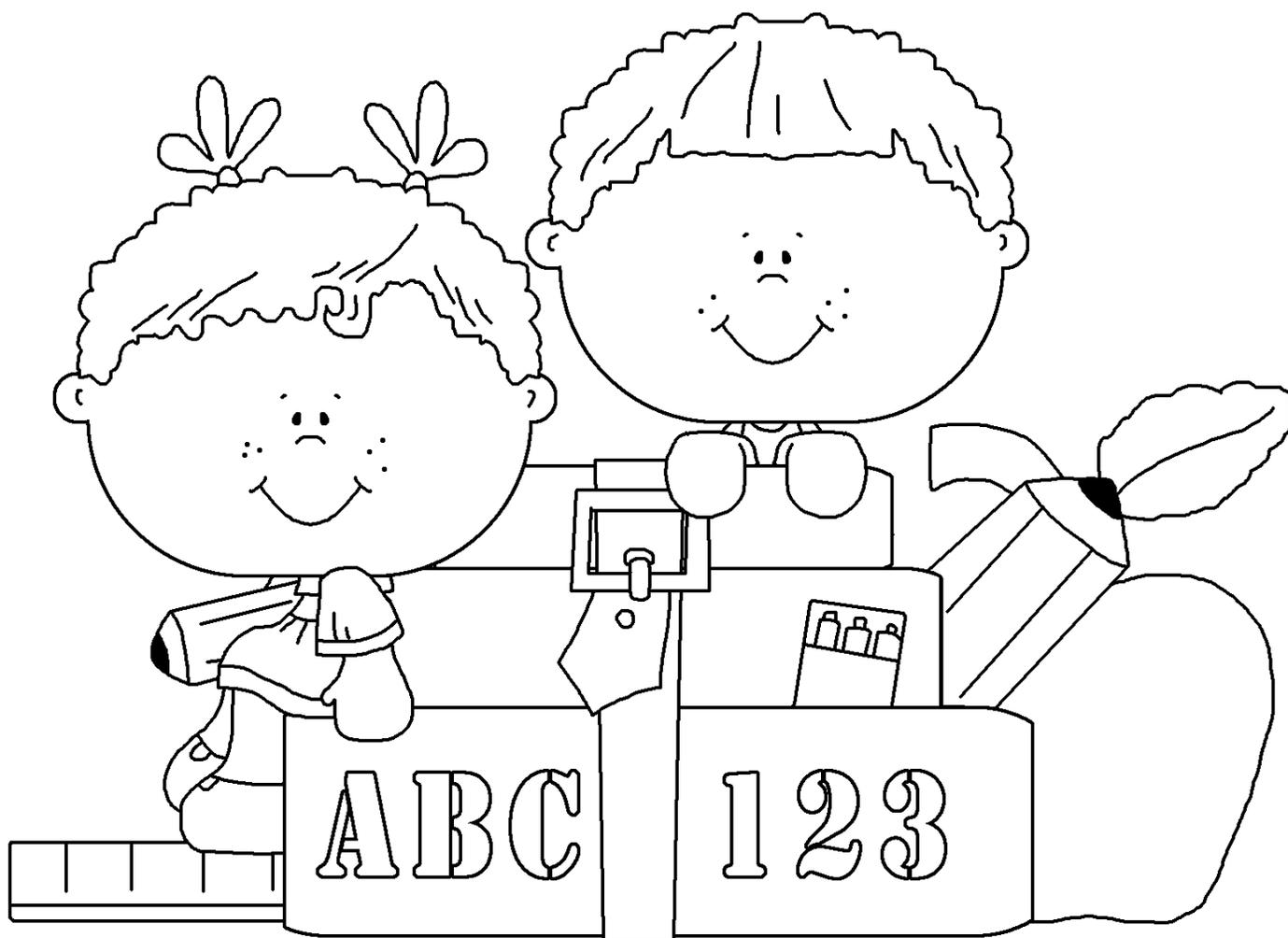


Beatrice Community

PRESCHOOL

Parent Handbook



Striving to be among the best!

For a school to provide meaningful, positive, learning experiences, the school must have a well-defined organizational program. The purpose of this handbook is to familiarize students and parents with the school system.

Please read this handbook. If you have any questions, please call (402) 223-1512.

Please sign below and return to school.

I hereby acknowledge with my signature that _____ received the
(Student's Name)
procedures and regulations outlined in this Beatrice Community Preschool
Handbook, and

that I, _____ have read and understand them.
(Parent/Guardian Name)

(Parent/Guardian Signature)

(Date)

Beatrice Public Schools

Mission

STRIVING TO BE AMONG THE BEST IN THE NATION!

The Mission of the Beatrice Public Schools a collaborative partnership of students, staff, families and community, is to guarantee all students achieve academic excellence and develop responsible citizenship by providing aligned, rigorous curriculum and high-quality instruction that utilizes 21st Century tools in a system that is measurably among the best in the nation.

BEATRICE COMMUNITY PRESCHOOL PHILOSOPHY AND PRACTICES

The Beatrice Community Preschool (BCP) has been created through collaboration between Beatrice Public Schools and Blue Valley Community Action/Head Start. This inclusive preschool program serves children of all races, ethnicities, and abilities whose parents desire a preschool experience for their child. Our mission is to provide children with a high quality preschool experience in a positive and nurturing environment that serves as the first step to help your child grow into a life-long learned and responsible citizen.

Beatrice Community Preschool

Who may attend?

ALL children that are 3 by July 31st and continue until they are eligible for kindergarten, when the child is 5 years old on or before July 31st

*Children who are eligible for kindergarten may not attend Beatrice Community Preschool.

Where is Beatrice Community Preschool?

There are thirteen (13) class sessions located at Beatrice Community Preschool—201 Cedar Street.

When is Preschool?

Classes are held half a day and full day, four days per week (Monday, Tuesday, Thursday, and Friday) for a minimum of 450 hours over the school year.

What will my child learn?

Beatrice Community Preschool uses Creative Curriculum, a curriculum that is developmentally appropriate, that addresses all areas of development, and is aligned with the standards for learning set by Beatrice Public schools and the Nebraska Early Learning Guidelines.

We measure the quality of our program through self-assessment procedures using the Early Childhood Environment Rating Scale and the Classroom Assessment Scoring System, as well as independent evaluations, completed by the Nebraska Department of Education.

We will measure child outcomes and progress using Teaching Strategies GOLD, an authentic measure that uses daily observations of children, which are used to guide student learning.

What services are provided at Beatrice Community Preschool?

Each class is taught by a teacher who is certified to teach young children and to provide special education services. Support to the teacher and the children is provided by two teachers aides and other support staff which includes but it not limited to supervisors, school principals, other special education providers, full-time speech language pathologist, occupational therapist, physical therapist contracted through the Beatrice Community Hospital, a teacher of the visually impaired, a deaf educator, and a full-time school psychologist.

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ABSENCES—If your child is absent or ill, please call 402-223-1585 and inform us of your child’s absence and the reason for it. The secretary at this number will let your child’s teacher know if he/she will be gone. This is for your child’s safety. If a student must leave early for a doctor’s appointment, go to the office to sign him out and the secretary will call him to the office.

If your child is not in preschool and the teacher has not been informed of the absence, school personnel will make a reasonable effort to contact the parents or emergency contacts to ensure that your child is safe and where they are supposed to be. **ALL PRESCHOOL STUDENTS’ ABSENCES NEED TO BE CALLED INTO 402-223-1858 AND NOT THE SCHOOL WHICH THEY ATTEND.**

ARRIVAL AND DEPARTURE TIMES

4 Year Old All Day	4 Year Old Half Day	3 Year Old Morning	3 Year Old Afternoon

ATTENDANCE—A key factor in making each child’s school experience a success is regular school attendance. However, attendance for our preschool program is not mandatory. Parents/guardians should notify the school before or as early as possible on the morning of the child’s absence or late arrival.



BIRTHDAYS-- Birthdays are special occasions for young children. We will do special, in class, celebrations for each child on his/her birthday. Party invitations and treats will not be allowed to be handed out in school.

BREAKFAST—A school breakfast is served every morning for the morning and all day sessions of preschoolers. The students may charge their breakfast to their lunch accounts. The breakfast menu generally consists of cereal or muffins with juice and milk. Pricing will be posted online and at the beginning of the school year.

BUSSING—Bussing will be offered to all students that live within the city limits. Parents are required to walk their student to the bus and pick them up from the bus door. No student will be allowed to get off the bus without an adult to meet their child at the bus door. All children that receive special education services will have access to bussing.



CALENDAR—A calendar has been developed that has all of the important dates for preschool. The calendar can also be found on the Beatrice Public Schools website.

CONFERENCES—Parent/Teacher conferences are held twice a year. Conferences are held in late September and early February. The school will send home notes to let you know when your conference is scheduled. We will discuss your child's accomplishments, strengths and overall progress. Please feel free to schedule additional conferences at any time throughout the year if the need arises.



DISCIPLINE—Our classroom is a small community where teamwork and good relationships are expected. We will spend time learning class procedures and practicing them. Each student is expected to act within our standards of behavior. To establish good order and help the children learn self-control, they will be guided to respect themselves and their companions through specific directions, positive reinforcement, suggested new activities and responsible actions.

We will talk about what this rule means and what we need to do to follow the rules.

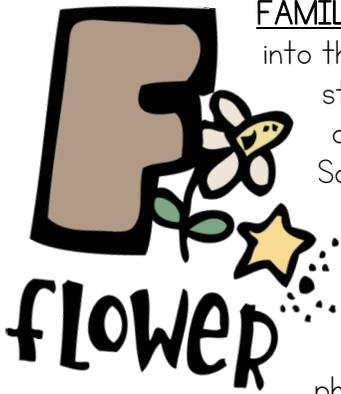
DISMISSAL—If your child is not picked up after class has dismissed, efforts will be made to contact the parent, or emergency contacts. If no one can be reached the police/authorities may be contacted to assist with the situation. Students will not be released to people that are not on your child's emergency contact sheet. If the person is unknown to staff, he/she will be asked to show identification. **It is VERY important that the preschool has current phone numbers of parents and emergency contacts.**



E-MAIL—You can contact your child's teacher via their email address: (first initial)(last name) @bpsnebr.org email is checked on a daily basis. If you need to discuss something urgently, please call the school or send a note.

EMERGENCY INFORMATION PAPER—Please complete and return the emergency paper promptly (if you did not complete it during registration). *If your home or work phone number changes, or your contact numbers change, PLEASE inform the office as soon as possible so you can be located quickly if an emergency occurs.*

EMERGENCY CLOSINGS—If schools are closed for a snow day or any emergency you can call the school closing hotline at 223-1555. Radio station KWBE (1450) or the local TV stations (Channels 8, or 11) will make an announcement, generally by 7:00 A.M. Parents will also receive a ConnectEd call to inform you of any situation, please listen carefully to the entire message.



FAMILY—Families play the central role in their child's development. Engaging families into their child's preschool experience is essential to maximize learning. We will strive to actively partner with parents and guardians. There will be many opportunities for families to work with their preschooler throughout the year. Some ways that we like to build the family-school relationship include but are not limited to the following:

- **Two home visits**—one at the beginning of the year and one in January.
- **Communication**—we will communicate with you via notes, e-mails, phone calls and conversations.
- **Family activities**—flyers will be sent home throughout the year to inform you of family activities that will happen at school.
- **Early Childhood Advisory Committee**—a group parents collaborate with preschool staff and community providers that meet together and discuss current preschool happenings and events that are relevant to BCP.

FIRE DRILLS—Fire drills are held on a monthly basis throughout the year. All students will participate and are expected to exit quickly and quietly to their designated exit. We will practice and become familiar with procedures before our first scheduled drill. Sometimes these drills cause anxiety for kids, so we spend a lot of time talking about why we do fire drills. We learn that we do them so that we are safe in case there is a real fire.

FOOD ALLERGY—If a child has identified food or drink allergies, or medical conditions that require a modification in diet, the school may provide food and drink that takes this into account. For the school to provide dietary substitutions in snacks or meals, a doctor's note is required stating the allergy or dietary requirement.



HEALTH—Health conditions that could affect your child's safety or well being at school may be shared with school staff on a need-to-know basis. Examples of student health issues that could be shared include diabetes, seizures, peanut allergy, asthma and medications that might have a side effect at school (drowsiness, behavioral changes).

If you do not want Beatrice Public Schools to share your child's health conditions with school staff without prior written consent you must notify the building principal or his/her designee.

In order to insure the safety and health of our children and staff, children or adults who have any of the following conditions will be excluded from the center or a socialization until either the condition subsides, or we receive communication from the

individual's medical provider stating that they are no longer contagious. Below is a list of conditions that may result in exclusion:

- **FEVER**--Students who have been absent due to an illness are to be **fever-free for twenty-four (24) hours, without the aid of medication before returning to school.**
- **Accident/Injury**--In the case of an accident during school, the student's parents or guardian will be notified.
- Temperature over 100°
- A painful, red throat, even if no fever is present
- A deep, hacking cough
- Difficulty breathing or untreated wheezing
- An unexplained rash
- Vomiting (within the last 24 hours)
- Diarrhea (runny, watery or bloody stools)
- Complaints of a stiff neck **and** headache with one or more of the above symptoms
- Thick green drainage from the nose **along with** sinus pressure, fever or tiredness.
- Yellow discharge from eyes
- Unusual yellow colorings to the skin or eyes
- Cuts or opening on the skin that are pus-filled or oozing (bring a note from doctor and keep sores covered)
- Head Lice (Pediculosis)
 - **Exclusion**--Students with head lice are excluded from school until treated and nit-free. The parent or guardian is notified of the need for treatment, and advised to check other family members for pediculosis (lice). The school nurse and/or building principal or secretary must make certain the parent/guardian understands proper treatment for the affected child and control measures necessary to curb and outbreak in the home. Treatment or prevention counseling includes written instruction given to the parent/guardian.
 - **Readmission**--Readmission to school is dependent upon completion and verification of treatment with an FDA approved pediculicide: Evidence of treatment includes:
 - No visible signs of lice or nits
 - Clean hair and scalp
 - The louse shampoo label or a note from the physician stating the treatment used
 - A verified repeat treatment is needed 7-10 days following the initial treatment
- A contagious disease
- Parents who feel their child is too ill to participate in outdoor activities should be advised by staff to keep them home an extra day to insure a complete recovery. If a chronic health condition limits participation in outdoor activities, a note from medical partner must be

provided. If staff is unsure about a child's condition or a child is brought in to the site that they suspect is ill, they should first discuss the issue with the parent.

HOME VISITS—teachers will visit every family at their home two (2) times during the school year. These visits will happen in August and in January. During these visits, teachers are getting to know you and your family.



ice cream

ILLNESS—The question of when to keep your child home from school is often a difficult one, especially when decisions must be made first thing in the morning. It is important, however, to keep your child home if he/she is ill. This helps to make them more comfortable and prevents others from becoming ill. Children function more effectively in the classroom when they are healthy. Please remember that your child may not come to school with a temperature. Children may not come back to school until he/she has been fever free, without medications, for 24 hours. PLEASE SEE HEALTH ISSUES LISTED ABOVE!

Immunizations—Children in Nebraska may only enroll in and attend school if they are protected against communicable diseases and conditions such as measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus, by immunization prior to enrollment (Revised Statute, Chapter 79-217). The following are the vaccines children need prior to attending preschool:

- 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 (Hib not required after child reaches 5 yrs 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) or MMRV 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 (Pneumococcal not required after child reaches 5 years of age).



LUNCH—Lunch will be served to the afternoon session at preschool. Preschool children are charged for lunch meals only if they eat a meal.

Children may bring a sack lunch from home. Student cannot have lunch delivered or brought in from an outside restaurant. The lunch menu will be sent home each week and at the beginning of each month and can be found at www.beatricepublicschools.org.

LUNCH/BREAKFAST MONEY—Your child needs to have a positive lunch account. If you need to send money to school, **please send it in an envelope with your child's name written clearly on the front**. Checks should be made out to “Beatrice Public Schools”. Please write your child’s name at the bottom of your check. If you are sending money for more than one child, please write each child’s name and the amount you want to put into each account. Have your child give the envelope to his/her teacher. Preschool children are charged for breakfast or lunch meals not snacks.

*If you are interested in applying for free or reduced meals, an application is available upon request.



MANDATORY REPORTERS—The law requires that every member on staff at Beatrice Community Preschool report any sign of child abuse or neglect. This includes proper safety restraints, or leaving younger children in vehicles while picking up your preschooler. If staff sees abuse or neglect they are required under state law to report.

MEALS—Beatrice Public Schools will provide nutritionally-balanced meals/snacks for children during the preschool session. The morning session will provide breakfast after arrival and a snack before departure. The afternoon session will provide lunch after arrival and a snack before departure. Snacks are provided at no cost. Preschool children are charged for breakfast or lunch meals only if they eat a meal, and according to meal eligibility.

MEDICATIONS—Over the counter medication products may be used in the school health office for personal hygiene, skin care, first aid, or for therapeutic purposes. These products may be used without specific consent and are provided by the school. These products will be used at the discretion of the school nurse or other trained personnel.



NEWSLETTER—Newsletters will be sent home once a week to keep families informed about what is happening in our preschool. This newsletter will cover items that happened during the week of preschool as well as a look into the following week. Each week, the learning targets will also be included. The newsletter is a great place to get conversation starters to help your child discuss what happened at school each day.

OH, WOW!!!!!!—You will be constantly amazed at the changes your child will be making this year. We will be learning and growing DAILY! Preschool is the key to kicking off your child's learning career. It is the year all of their learning beliefs are set in stone. Please help us in making this a very fun, beneficial, exciting, and positive year!



OUTSIDE—Students will go outside as long as the weather is appropriate for outdoor play. Please make sure your child has appropriate clothing for cold and warm weather play (coats, ear/head covering, mittens or gloves, and boots when necessary).

PAYMENT—Beatrice Community Preschool will offer enrollment to children according to the following tuition guidelines (sliding scale):

Tuition Per Month

Special Education (IEP)—No Cost

Head Start Family & Free Meal Eligibility—No Cost

Reduced Meal Eligibility—\$20/month (1/2 day); \$40/month (full day)

Full Pay Meal Program Eligibility—\$40/month (1/2 day); \$80/month (full day)

Parents/guardians will be expected to pay by the first of each month. If payment is not received, by the 15th of the month you will receive a late notice. If paying by check please make it out to "Beatrice Public Schools." Please include the child's name, and mail or deliver to:

Beatrice Community Preschool
201 Cedar
Beatrice, NE 68310

If tuition is not received in a timely manner, a letter requesting payment will be mailed to families. Failure to remit payment for program tuition may result in discontinued enrollment, unless extenuating circumstances are discussed with the program coordinator (Missy Timmerman, 402-223-1500 ext 1033). Families with unpaid balances may be turned over to collections.

PICTURES—Beatrice Public Schools contracts annually to have pictures taken of school children early in the school year. Information regarding prices, times and dates are distributed by notes from the school.

PRESCRIPTION MEDICATIONS—The administration of medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by school district personnel shall be administered in accordance with Medication Aide Act. (Board Policy 5415)

- A. Authorization for Prescription Medications—Prescription medications which must be administered during school hours may be administered when the following are on file at school:
1. A caretaker’s signed and dated authorization/permission to administer the medication during school, which included the reason the child is receiving the medication. (Note: all references to “caretaker” in this policy shall also include a parent, foster parent, family member or legal guardian; it shall not include a friend or child provider).
 2. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, administering physician, strength, dosage, time interval and route to be administered. Two labeled containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.
- B. Authorization for Non-Prescription Medications—If a regular education student must take non-prescription medication during school, procedure 1 above is to followed before administration, and the medication must be provided in its original container.
- C. Authorizations—Medication authorizations must be renewed annually and updated immediately as changes occur.



QUALITY PRESCHOOL EXPERIENCE—Beatrice Community Preschool strives to be the best. We ensure our quality program by following start programs and regulations such as:

- Using Creative Curriculum—a curriculum that is developmentally-appropriate and addresses all areas of development
- Early Childhood Environment Rating Scale to ensure our rooms are set up for the best possible learning environment.
- Classroom Assessment Scoring System to ensure positive, meaningful interactions between staff and students.
- Measure child outcomes with Teaching Strategies GOLD—an authentic measure that uses daily observations of children to plan for instruction.

QUESTIONS—We want to make sure that you have a positive year at Beatrice Community preschool. If you have any questions or concerns please feel free to contact us at Beatrice Community preschool 402-223-1585 or Head Start at 402-223-6035



RECESS-The children will play outdoors for at least 30 minutes during their day, unless it is bad weather. Please keep this in mind when helping your child to select clothing for the day.

RESTROOMS-We have restrooms in/near the classroom. We encourage children to use the restroom and have adults in the room remind children as well. If your child is not potty trained we asked that they only come to school in pull-ups. Please continue to work on restroom skills: flushing the toilet, getting dressed and washing hands.



SNACK-Children will get a snack before they leave school each day. The snack is free of charge and it will be a healthy nutritious snack from two food groups.

SUPPLIES-Special requests may be made by the classroom teacher for special projects (milk jugs, paper towel tubes, etc.). If you cannot help with these projects, that does not reflect or affect your child at preschool.

TOYS-Toys may be brought to school if used for a show and share assignment. Toy weapons shall not be allowed in the preschool setting at any time; please do not allow the child to bring any toy/item that could be perceived as a weapon. Federal law requires the school to expel any student who brings a dangerous weapon to school.



EXTRA POLICIES

HARASSMENT/BULLYING POLICY

One of the missions of Beatrice Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program



and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g., teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the other’s property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. All bullying and harassment are prohibited.

Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

NOTICE OF NONDISCRIMINATION

Beatrice Public Schools District 15 does not discriminate on the basis of race, color, national origin, sex, disability, marital status or age in admission or access to, or treatment of employment in its programs or activities. If you feel you have been discriminated against, or have inquiries regarding grievance activities, or compliance with Title IX, Title VI or Section 504, contact the Director of Student Programs, Beatrice Public Schools, 320 North Fifth Street, Beatrice, Nebraska, 68310, (402) 223-1512.

La escuela publica de Beatrice no discrimina en base de lea raza, del color, delorigin nacional, del sexo, de la inhabilidad, del estdo civil o de la edad en el reconocimiento o el o el acceso a o el tratamient del empleo en sus programas y actividades. Si usted se siente que usted ha sido discriminado contra, o ha inquirido, observando las actividades de aquija o confomidad con el titulo IX, titulo IV o section 504, contacta con Director of Student Programs, Beatrice Public School, 320 North Fifth Street, Beatrice, Nebraska, 68310, (402) 223-1512.

A complete comprehensive policy translation of the aforementioned and other language translations can be obtained from the Director of Student Programs, Beatrice Public Schools, 320 North Fifth Street, Beatrice, Nebraska 68310, (402) 223-1512.

COMPLAINT PROCEDURES

Students (or parents on behalf of a student) or employees who suspect that they have become the victim of a discriminatory act, intentional or unintentional, because of a school employee or policy should:

- I. Discuss the grievance with the teacher or the building principal within ten (10) school days of the alleged situation.

2. If the matter is not resolved to the satisfaction of the complainant, the complainant should contact the superintendent of the schools and submit the nature of the grievance in writing to the superintendent of schools within ten (10) school days of receiving an oral response from the principal or teacher. The superintendent of schools will, within ten (10) school days of receiving the written grievance, interview the complainant, investigate the nature of the grievance, and submit in writing to the complainant a proposed resolution.
3. If not satisfied with the superintendent of schools' response, the complainant should submit a written request for a board hearing on the grievance to the president of the board of education within ten (10) school days of receiving the superintendent of schools' response.
4. The board of education will convene a hearing on the grievance within twenty (20) school days of receiving a written request for a hearing and reserve the right to solicit evidence and testimony from all pertinent sources.
5. The board of education will submit a written resolution of the grievance to the complainant within twenty (20) school days of conducting the hearing. The decision of the board of education will conclude the grievance procedure.

If the grievance procedure should occur or extend into a period of time that school would not be in session any reference to 'days' will refer to week days, Monday through Friday, excluding holidays. If a principal or the superintendent of schools is the focus of the initial grievance, the procedure should be initiated at the next higher step. If a board of education policy is the focus of the grievance, the procedure should be initiated with the superintendent of schools.

Students or employees may be represented by advocates or legal counsel at any or all steps of the grievance procedure, and they may have access to school records or documents that are not otherwise protected by privacy statutes.

