



A Collaboration between Southern Public  
Schools, Blue Valley Community Action  
Head Start & Educational Service Unit #5.

**Parent Handbook  
2017-2018**

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## **Shining Stars Preschool Staff**

Superintendent.....Dr. Chris Prosocki

Principal.....Jerry Rempe

Blue Springs Teacher.....Cheri Koenig

Blue Springs Paraeducator.....Crystal Bartels

Wymore Teacher.....Annie Manley

Wymore Paraeducator.....Jenn Schmidt

Head Start Supervisor.....Monica Sedlacek

Head Start Supervisor.....Alicia Dirks

ESU #5.....Jamie Thavenet

ESU #5.....Dr. Matt McNiff

Food Service.....Lorie VanWinkle

### **SHINING STARS MISSION STATEMENT**

The mission of the Shining Stars preschool is to provide a high quality preschool experience for your child in a positive and nurturing environment.

### **WHO MAY ATTEND?**

Children who reside in the Southern School district and are age 3 by July 31 may apply for preschool. Priority is given to children who will be attending kindergarten the following year/children who are 4 years of age on or before July 31st. They may continue until they are eligible for kindergarten. A child is eligible for kindergarten if the child is 5 years old on or before July 31. Children that are eligible for Kindergarten may not attend preschool. **For information on enrolling your child please call 402-645-3441.**

### **LOCATION AND TIMES FOR PRESCHOOL**

Blue Springs location: 315 West 2<sup>nd</sup> Blue Springs, NE 68318  
(Two Sections)

First Session - 8:00 am -11:30pm  
Second Session -12:00 pm - 3:30 pm.

Wymore (Presbyterian Church) location: 517 North 12<sup>th</sup> Wymore, NE 68466

Children attend 8:00 am - 3:30 pm

Children attend 4 days a week, Monday through Thursday.

## **SCHOOL POLICIES AND PROCEDURES**

The Southern Public Schools policies and procedures, including the district's nondiscrimination and harassment policies, are available to review at the school district's website: <http://www.southernschools.org>

## **ARRIVAL AND DEPARTURE**

To ensure the safety of all the children, parents are expected to park in the designated areas and walk their children into the classroom. Doors will open at 7:45 a.m. Students are not to enter the building before 7:45 a.m. in order to allow the teachers to prepare materials and curriculum for the day. Upon arrival, each child and adult will enter through the West door (both locations) and the parent or caregiver will sign in the child. A staff member will be waiting to greet them.

**When children are picked up, a parent is expected to park in the designated areas and pick their child up from the classroom and sign them out.** Children are to be picked up at the end of the preschool session on time.

If your child is not picked up after class has been dismissed, efforts will be made to contact you and your emergency contacts that are on the child information sheet. If no adult can be contacted, the police may be contacted to help. Children will not be released to anyone not listed on the child's information form. If the person is unknown to the staff, they reserve the right to ask for identification. **It is very important that the preschool has current contact information for you and the emergency contacts including updated addresses and phone numbers.**

## **ATTENDANCE**

One of the key factors in making each child's school experience a success is regular school attendance. Thus, regular attendance is encouraged, however, attendance for our preschool program is not mandatory. In the case of absence or tardiness a parent must contact the Wymore location at 402-645-3441 or Southern Elementary at 402-645-3359.

## **BEHAVIOR EXPECTATIONS**

Our classroom is a small community where teamwork and good relationships are expected. We encourage children to be good friends and to be considerate of the feelings of others. The staff models appropriate social interactions and conflict resolutions for the children and practice these skills frequently. Staff members provide praise and immediate reinforcement for appropriate behavior, cooperation, and kindness. The staff also use a variety of strategies when children misbehave. For more specific information on how the staff addresses inappropriate behavior please feel free to contact your child's teacher for more information.

## **BIRTHDAY CELEBRATIONS**

Birthdays will be celebrated on or as close to the child's birthday as possible. Children with birthdays occurring in the summer months will be recognized for their half birthdays towards the end of the school year. The center will provide the "birthday treat" if needed. In order to accommodate the dietary restrictions of children, homemade treats are not allowed. Treats should be store bought and individually wrapped.

## **CHILD ABUSE**

All staff members are required by law to report suspected cases of child abuse and neglect. Staff will contact the Child Abuse Hotline and local law enforcement if they suspect abuse or neglect.

## **COMMUNICATION AND PARENT INVOLVEMENT**

Consistency in communication is vital to a child's development. To ensure consistency between the home and school communication, teachers may provide parents with communication notebooks, daily notes, monthly calendars, or other forms of information. It is helpful to the child's education if parents also share information about their child with the teacher.

Our annual preschool calendar is attached to the end of this handbook. This calendar is similar to the Southern Public Schools calendar, but please note that there are some differences.

Parent/teacher conferences are held two times per year along with two teacher home visits. Head Start families will receive monthly contacts from their Family Advocate. At this time, your child's accomplishments, strengths, and overall progress will be discussed. Please feel free to schedule additional conferences at any time throughout the year as necessary.

## **EXTRA CLOTHES**

Please supply an extra set of clothes for your child to leave at the center in case of accidents, milk spills, etc. If an accident occurs and there is no extra clothing in your child's bag, you will be contacted to bring clothing to the school.

## **HEALTH AND WELLNESS POLICIES**

Health conditions that affect your child's safety and/or well being can be shared with staff on a need-to-know basis. For example, health related issues may include diabetes, allergies, seizures and asthma, or medications that may have side effects while the child is at school (drowsiness, behavioral changes).

In order to ensure the safety and health of our children and staff, children or adults that have the following conditions will be excluded from the school

activities until either the condition subsides or we receive communication from the individual's medical provider that they are no longer contagious. Below is a list of conditions that may result in exclusion:

- Accident/Injury: In case of an accident during school, the child's parents/guardians will be notified.
- Fever: Temperature over 100. Students who have been absent due to an illness are to be fever free for 24 hours, without the aid of medication before returning to school.
- A painful, red throat, even if no fever is present.
- Difficulty breathing or wheezing.
- An unexplained rash.
- Vomiting (within the last 24 hours).
- Diarrhea (runny, watery stools).
- Thick green drainage from the nose along with sinus pressure, fever or tiredness.
- Discharge from the eyes.
- Unusual coloring to the skin.
- Cuts or openings on the skin that are pus-filled or oozing (bring a note from the doctor and keep sores covered).
- Head lice: Students with head lice are excluded from school until treated and **nit-free**. The parent or guardian is notified of the need for treatment. Readmission to school is dependent on no visible signs of head lice, or nits, clean hair and scalp, the louse shampoo label or a note from the doctor stating the treatment used, and a verified repeat treatment is needed 7-10 days following the initial treatment.
- A contagious disease

Parents that feel their child is too ill to participate in outdoor activities are advised to keep their child home to ensure a complete recovery. If a chronic health condition limits participation in outdoor activities, please provide a note from a medical provider. If staff is unsure about a child's condition or a child is brought to the site that they suspect is ill, parents may be asked to take their child home.

### **MEALS AND SNACKS**

All children will receive a healthy and nutritious breakfast and lunch every day. The quality and quantity of meals meet the USDA standards. Meals are served in a family-style setting in which conversation is shared and encouraged. Meal time is used as a learning experience so staff have the children help with set up, cleanup and, at times, help with preparing food items. An afternoon snack is provided for the children attending all day. All meals and snack are provided free of charge.

## **MEDICATIONS**

No over the counter medications will given by preschool staff. If your child needs over the counter medications the parent or caregiver is responsible for coming to the center to disperse. Examples include, but are not limited to: triple antibiotic ointment, anti itch creme, lotion, etc... Sunscreen will be provided by the preschool unless parents supply their own sunscreen for preference or health purposes.

### **MEDICATIONS (PRESCRIPTION)**

The administration of prescription 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 of school hours.

Prescription medications which must be administered during school hours may be administered when the following are on file at school:

- Parent/guardian must provide written authorization prior to administration of medication. This written authorization should include the reason the child is taking the medication.
- The medication needs to be in its original packaging and labeled as dispensed by the prescriber or pharmacists. The label must name the child and identify the medication, administering physician, strength and dosage, time interval and route to be administered.

If your child needs to take Tylenol, staff ask that the child be kept at home for

the duration of the time he/she needs Tylenol.

**All authorizations for prescription medication administration must be renewed annually and updated immediately if a change occurs.**

### **OUTDOOR PLAY (GROSS MOTOR TIME)**

Children play outdoors every day for approximately 60 minutes, with the exception of extremely bad weather. Children must wear clothing appropriate for outside play. For example, snow boots when there is snow on the ground and winter coats when it is cold outside. To ensure the safety of each child on the playground sandals (including flip-flops) are discouraged even when it is warm outside.

### **OUTINGS IN THE COMMUNITY AND FIELD TRIPS**

Children will occasionally be taking in-town field trips throughout the year. These places may include but are not limited to: Southern Elementary, McCandless Park, Arbor State Park, Pinecrest Tree Farm, and neighborhood walks. Parents will be asked to sign a permission form for these places.

### **SCHOOL**

At preschool, the staff encourage children to participate in activities that concentrate on areas of development including cognitive development, language development/communication skills, physical development (gross and fine motor), social and emotional development . The staff use strategies to promote self-confidence and independence as the child learns and grows.

All activities are age appropriate and follow the Nebraska Early Learning Guidelines. The staff measures each child's outcomes and progress using Teaching Strategies GOLD, an authentic measure that uses daily observations of each child's progress.

### **SCHOOL CLOSING INFORMATION**

School closing information can be found at KOLN/KGIN TV 10/11, KLKN-TV 8, KWBE 1450 AM, and KUTT 99.5 FM. If school is dismissed early the announcement will be sent to the above mentioned media outlets as well. The preschool will also utilize Southern Public School's IRIS Alert System and district web site. The district will follow the same opening and closing schedule as the rest of the public schools.

As a parent, you can make the decision to keep your child home or come and get them if you feel the weather is too bad. If you have questions please call the Wymore Location at 402-645-3441 or Southern Elementary at 402-645-3359.

### **SCREENINGS**

The Blue Valley Community Action nurse will be assessing all the children's heights and weights twice a year. The results will be shared with parents. A vision screening will also be completed. The exams do not take the place of a professional eye exam. If you have any concerns with your child's vision, please see a professional medical or eye professional.

### **STUDENT INFORMATION/EMERGENCY CONTACT FORM**

These forms **MUST** be filled out completely including current phone numbers of the contacts. If your home, work, or cell number changes or any of your contact numbers change, please inform the teacher as soon as possible so that we can update our information in our files. **This is very important so that you can be located quickly in the event of an emergency.**

### **SUPPLIES**

Shining Stars will provide the necessary supplies for the children. Your child is encouraged to bring a backpack to hold their school supplies. Four year olds are asked to supply their own blanket for nap time. If you would like to donate supplies to the center, please let staff know as you may be asked to sign a "In-kind" form. In Kind funding and supplies are donated items or services by parents and the

community and are necessary to help maintain the funding for Head Start services. Along with supplies, volunteering in the center may also be counted as in kind.

## **TRANSPORTATION**

At this time, transportation or mileage reimbursement is only offered to children who are verified with a disability.

## **KINDERGARTEN TRANSITION PLAN**

The preschool staff integrate pre-academic skills into the preschool curriculum throughout the school year. These skills include writing, alphabet knowledge, literacy skills and math skills. The staff also facilitate the development of independence, problem solving, and social skills.

All children attending kindergarten the following year participate in planned transition activities such as:

- visiting the elementary throughout the year for various activities
- meeting elementary staff and touring building
- participating in planned activities with elementary staff/children
- Kindergarten roundup

Please see the attached example of a detailed transition plan worksheet. Parents are encouraged to participate and give ideas and suggestions to teachers to add to the transition plan information to help the child have a successful

transition into the elementary school. This is invaluable information for your child's kindergarten teacher.

Parents are encouraged to attend Kindergarten Orientation and the End of the Year Celebration. Information on these events will be sent out as the time draws closer. All student information including likes, dislikes, behaviors, allergies, academic skills, classroom supports/adaptations, strategies, etc. is shared with the future teachers and service providers. Should any meetings need to occur before the child enters Kindergarten, all future staff and teachers will be included in the invitation to the meeting.

Thanks for sharing your preschool child with the staff at Shining Stars Preschool. Please congratulate yourself and your child on how well your child does and look at all the fantastic things she/he can do! We will be focusing on those great abilities and look forward to a wonderful year.

Dr. Chris Prosocki	Annie Manley	Monica Sedlacek
Jerry Rempe	Cheri Koenig	Alicia Dirks
Southern Public Schools	Preschool Teachers	Head Start

I have reviewed the Parent Handbook

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Parent Printed Name

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Parent Signature

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Date

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Staff Signature

There will be a copy of the handbook located at each center.