

PRESCHOOL HANDBOOK

UNITED PUBLIC SCHOOL #7 2024-2025

“Instilling values and providing opportunities that empower learners for lifelong success”



Diana Kouba
Instructor

Christopher Bachmeier, Superintendent
Kayla Andersen, Elementary Principal
Josh Brown, Assistant Elementary Principal

<http://www.dbhs.united.k12.nd.us/>

UNITED SCHOOL DISTRICT #7 DES LACS-BURLINGTON HIGH SCHOOL 2024-2025 CALENDAR

Beginning June 17, 2024	PK-12 th Grade Registration Online.
August 5, 2024	First day of Girls' Golf
August 8, 2024	First Day of HS football practice
August 12, 2024	First Day of Cross Country
August 19, 2024	First Day of HS VB Practice
August 19, 2024	Pk-6 th Open House @ Burlington 5:00-6:30
	Last names A-M 5:00-5:45; Letters N-Z 5:45-6:30
August 19, 2024	7 th -12 th Grade Open House @ DL 6:30-7:30 p.m.
	Important for 7 th grade and new students
August 19 & 20, 2024	Teacher In-service
August 21, 2024	First Day of School
September 2, 2024	No School-Labor Day
October 4, 2024	No School
October 14, 2024	Parent-Teacher Conferences: 4:00-8:00 p.m.
October 17 & 18, 2024	No School- NDU Convention
October 30, 2024	No School- Professional Development Day
November 5, 2024	Parent-Teacher Conferences in DL: 4:00-8:00 p.m.
November 11, 2024	No School-Veteran's Day
November 28 & 29, 2024	No School- Thanksgiving Vacation
December 23, 2024	Christmas Vacation Begins
January 2, 2025	School Resumes
January 20, 2025	No School- MLK
February 21, 2025	No School- State Wrestling
February 24, 2025	No School-Professional Development Day
March 19, 20 & 21, 2025	No School-Spring Break
April 9, 2025	No School- Professional Development Day
April 18-April 21, 2025	No School- Easter Break
May 22, 2025	Last Day of School
May 25, 2025	Graduation Ceremony 1:00 p.m.

Quarter grading periods will end as follows:

1 st Nine Weeks	October 16	39 Days
2 nd Nine Weeks	December 20	41 Days
3 rd Nine Weeks	March 07	44 Days
4 th Nine Weeks	May 22	<u>47 Days</u>

Dear Parents,

This handbook has been prepared for the purpose of supplying important information to our students and their parents. It has been compiled as a ready reference to help answer questions concerning the school, its policies, and its rules and regulations. The school provides a comprehensive program to meet the individual needs of the child in terms of his/her social, academic, emotional and physical growth.

It is our hope that your child will have an exciting year in school and that we will be able to assist each of them in reaching the highest level of fundamental skill development of which he or she is capable.

It is important that there is cooperation between the home and school. If, at anytime, there is a problem concerning your child, please feel free to contact the preschool teacher or principal. Welcome to Preschool!

Burlington-Des Lacs Elementary

TABLE OF CONTENTS

Absences.....	10
Arrival & Dismissal.....	9
Behavior Management.....	9
Birthdays/Parties.....	12
Bussing.....	9
Daily Program.....	7
Developmental Checklist.....	11
Developmental Goals.....	6
Enrolling in Middle of Year.....	9
Fire & Tornado Drills.....	13
Holiday Parties.....	12
Illness Policies.....	11
Medication.....	11
Overall Goal Statement.....	5
Parental Involvement.....	11
Philosophy.....	5
Purpose.....	5
Releasing Children.....	10
School Supplies/ Clothing.....	10
Tuition.....	12
Vacations & School Closing.....	10
Withdrawal.....	12

PURPOSE:

Building Lifelong Success! The ultimate purpose of early childhood education is to set children on a course to lifelong success as learners and citizens. We provide children with foundations that will help ensure academic success and build personal and social skills required to function in the classroom, community, and establish positive relationships with peers and adults.

PHILOSOPHY:

We believe in children actively learning through real materials and our program reflects this belief. Parents and teachers can work together to ensure a rich environment that stimulates children's literacy, numeracy, social-emotional development, language development, phonological awareness, and letter knowledge both at home and at school.

OVERALL GOAL STATEMENT:

Research and experience tell us that educators need to be "developmentally appropriate." What that means is simply that educators need to think first about what young children are like and then create an environment and experiences that are in tune with children's characteristics. Preschool children learn far better through direct interactive experiences than through just listening to someone talk. They learn extraordinary amounts through play and exploration. The younger the children are, the more of what they learn needs to be relevant and interesting on the day they learn it, not just in the context of some future learning. Based on such knowledge about what children of this age are like, we design our program to them.

DEVELOPMENTAL GOALS:

1. Literacy — In the final decades of the twentieth century, researchers began to describe the early roots of literacy in children. These roots begin developing long before children enter kindergarten and are nourished by children's experiences with print, books, and conversations.

2. Numeracy — During the past 25 years, researchers have also found that young children possess considerable informal mathematical knowledge. Areas of children's informal mathematical knowledge include enumeration and arithmetic problem solving, spatial reasoning, and geometric knowledge.

3. Social-Emotional Development — The preschool years are a critical time for children to learn to regulate their emotions and acquire social skills needed to form relationships with children and adults and to function as part of a group. During these years children are learning to manage their emotions and form relationships.

4. Language Development — Extensive research has demonstrated that different language abilities are related to later reading success. Preschool language skills support the emergence of phonemic awareness and by middle elementary years, play a major role in supporting reading comprehension.

5. Phonological Awareness — Intense research activity carried out since the 1970s has established that the ability to focus on and manipulate phonemes is critical to reading success. Skill in attending to the sound structure of language during the later preschool years is an important predictor of later reading success.

6. Letter Knowledge — Children's ability to name letters is one of the best predictors of later reading. The ability to name a letter means that a child has had enough experience with letters to be able to distinguish one letter from the next. When children have "tuned into" their letters, they notice them in their environment and begin using them to write.

7. Motor Skills — Between the ages three and five, children acquire several key motor skills that form the foundation of their ability to navigate the world around them.

DAILY PROGRAM:

Listed below is a tentative outline of the preschool daily activities.

Time	Monday	Tuesday	Wednesday	Thursday
8:00-8:45	Arrival/Go to little playground	Arrival/Go to little playground	Arrival/Go to little playground	Arrival/Go to little playground
8:45-9:15	Free Play	Free Play	Free Play	Free Play
9:15-9:50	Meeting Time/ Calendar/SEL/ Introduction to Letter	Meeting Time/ Calendar/SEL/ Introduction to Letter	Meeting Time/ Calendar/SEL/ Introduction to Letter	Meeting Time/ Calendar/SEL/ Introduction to Letter
9:50-10:05	Recess	Recess	Recess	Recess
10:05-10:50	Letter Work/ Small Groups	Letter Work/ Small Groups	Letter Work/ Small Groups	Letter Work/ Small Groups
10:50-10:55	Bathroom break/ Wash hands	Bathroom break/ Wash hands	Bathroom break/ Wash hands	Bathroom break/ Wash hands
10:55-11:15	Lunch	Lunch	Lunch	Lunch
11:15-11:25	Music	Music	Music	Music
11:25-11:50	Story/Art	Story/Art	Story/Art	Story/Art
11:50-12:30	Literacy	Literacy	12:00-12:15 Gym	Literacy
12:30-12:50	Recess	Recess	Recess	Recess
12:50-1:20	Literacy	Literacy	Literacy	Literacy
1:20-1:40	Library	Library	Literacy	1:30-1:45 Gym
1:40-2:00	Math	Math	Math	Math
2:00-2:40	Rest	Rest	Rest	Rest
2:40-3:00	Snack	Snack	Snack	Snack
3:00-3:25	Free Play	Free Play	Free Play	Free Play
3:35	DISMISSAL			

Social-Emotional (SEL):

A Social-Emotional curriculum is used in our school with all grade levels. Executive function skills are the foundation for self-regulation and social-emotional competence. Brain Builder games played daily throughout the program focus on developing these skills by teaching children to pay attention, use memory, and control behavior.

Meeting Time:

Students are introduced to the theme and the daily content focus through the Big Idea. This will also include Calendar time where the children are introduced to various concepts such as days of the week, months of the year, weather, daily routines, and SEL.

Letter Work:

The whole group is introduced to a new letter every week. Students work on naming and identifying the sound of each letter, as well as forming uppercase and lowercase letters.

Math:

Preschool uses the curriculum *Bridges Math*. It is playful and play-based, designed to engage children through the use of contextual themes, games, stories, mysteries and intriguing problems, manipulatives and visual models. It is also logically sequenced around well-researched developmental progressions to allow for depth and focus as children progress in knowledge and skills.

Music:

Students work on auditory perceptual skills singing classic songs and rhymes. The repetition of these songs and rhymes helps children to memorize new words. Students practice rhyming and rhythm while singing to classic and modern music. We also work on fine/gross motor development with finger plays, playing instruments, and action rhymes.

Literacy:

The preschool uses the literacy curriculum *Happily Ever After* by Zaner-Bloser. It is a reading readiness program designed to give children the founding they need to be successful when they begin formal reading instruction. Well-known, beautifully illustrated selections of children's literature are the basis of the ten units in the program. The 10 units focus on vocabulary, shapes, colors, auditory discrimination, phonological awareness, visual development, fine motor skills, comprehension, and emergent writing.

Gross-Motor Activities:

The students will participate in large motor activities instructed by the classroom teacher. Once a week they will be able to participate in large motor activities in the gymnasium and the rest of the week will participate in large motor activities during music time in the classroom.

Snack Time:

The school will provide a nutritious snack and milk.

Breakfast/Lunch:

Breakfast is from 8:00-8:35am. Cost is \$1.75/day. If your child comes to school before 8:35 am they may have breakfast.

The students will have lunch in the lunch room. Cost is \$2.15/day. Please notify the office to put money into your child's lunch account. If you do not want to do school lunch you may provide a lunch for your child. **NO pop or candy at lunch..... NO Fast Food/Restaurant meals can be brought in for lunch, unless arrangements have been made prior to that day.**

ARRIVAL AND DISMISSAL:

School start time is 8:45am and release time is 3:35pm. Preschool has their own separate entrance. Please use this door when dropping off and picking up your child. The outside door is on a timed lock and will be unlocked during drop off and pick up times only. The inside door will remain locked at all times. Please use the doorbell when dropping off to notify when you are here. If your child arrives before 8:30am, they will go to the small playground for before school recess. You may use the entryway to wait for your child during pick up times. If picking up your child early, please pick up in the school office. The teacher will dismiss all students at the same time. The principal will contact the parents of students not picked up on time. Failure to follow this procedure may result in termination from the program.

BUSSING:

Students may ride the bus to and from school. Please notify the office if you would like your child to ride the bus.

ENROLLING IN MIDDLE OF YEAR:

Students moving into our district during the school term will be put on a waiting list and will be notified when an opening occurs.

BEHAVIOR MANAGEMENT:

Preschool will be guided by the following principles in a manner appropriate to the child's age, development, maturity, and situation.

1. Each child is a precious, important person and needs to feel good about themselves.
2. All children need opportunities to learn responsibilities and consequences of their actions.
3. Children need limits and rules, which are consistently enforced.
4. It is most effective to positively redirect a child's inappropriate behavior.
5. Children need opportunities to make appropriate choices.
6. Shaming a child is not conducive to good mental health.

Based on these principles the following procedures will be used:

1. Positive behavior will be reinforced in order to discourage inappropriate behavior.
2. Physical punishment will not be used under any circumstances.
3. Punishment will not be used in connection with rest, food, or toileting.

"Time Out" - removal from a situation and loss of privilege are the methods we will use for disciplinary purposes as the situation deems appropriate.

SCHOOL SUPPLIES/CLOTHING:

Clothing:

Play clothes are the best for preschool. Comfortable, sturdy, washable clothing permits children the necessary freedom to participate in all activities without undue concern for spills, spots, and rips.

Keeping buckles and complicated openings to a minimum will allow success in self-help and self-care. Closed toe shoes are required. Please mark all clothing and school bags with your child's name to avoid any confusion.

Please send proper outdoor attire when outside play and/or field trips are planned. We will be going outside for recess all year, weather permitting. If students are riding the bus in the morning, they are required to go outside on the supervised playground until school begins.

Supplies:

- The school will provide the school supplies that are needed
- Parents are responsible for a school bag with the child's name on it
- Extra clothes incase of any spills or accidents
- Clean shoes for the gym

ABSENCES:

Please call the elementary office before 8:45 if your child will be absent. If the office receives no call, parents will be called at home or work.

RELEASING CHILDREN:

The preschool staff will not release your child to anyone but authorized persons without notification from the parent. Please let us know who will be picking up your child if it is someone other than yourself.

VACATIONS AND SCHOOL CLOSING:

Vacations: The preschool year runs from August to May correlating vacation dates with the United Public #7 School System. For exact vacation and conference dates, please consult the school's yearly schedule located in the front of your policy booklet.

Alert System: Cancellation of school will be broadcast on your local radio stations and alerts will be sent via text to cell phones. School administration will make the decision concerning cancellation of school. There is always the possibility that a storm could develop during school hours. Please keep us informed of changes in phone numbers where you can be contacted if necessary.

ILLNESS POLICIES:

If your child has a contagious disease such as pink eye, impetigo, head lice, etc., please notify the school as soon as possible. If it is necessary to send a child home because of illness, you will be notified to come and pick up your child.

Please be on guard if your child shows any of the following symptoms and use them as a guideline for determining when to keep your child home:

1. Watery, inflamed, or crusty eyelids.
2. Deep and severe cough/heavy nasal discharge.
3. Fevers above 100.0. Children must be fever free without medication for 24 hours before returning to school.
4. Vomiting or diarrhea.
5. Rash or unusual skin conditions
6. If doctor diagnoses an infection and places the child on a prescription medicine, the child should not return for at least 24 hours (ear infections included).

MEDICATION:

Absolutely no medication will be administered to any child unless written permission and instructions from the parent are obtained. Please go through the office with any medication needs and to fill out a medication form.

DEVELOPMENTAL CHECKLIST:

Each child enrolled in the preschool program will be evaluated using rubrics, checklists, and informal assessments looking at motor skills, social skills, math, and early literacy. Many of the children have already been screened during the routine preschool screening. If your child did not attend the screening, rubrics, checklists, and informal assessments will be used quarterly in order to chart the strengths and weaknesses of the child. All of this looks at the areas of motor development, communication, social/emotional skills, and cognition. This will be kept in the child's school folder and will be shared with the parents at conference time.

PARENTAL INVOLVEMENT:

Communication: To ensure frequent and ongoing communication between teacher and parent, the following has been planned:

1. The teacher will send home regular newsletters discussing school happenings and future events.
2. Parent teacher conferences will be scheduled twice during the year, or as needed.
3. Remind App will be used for easy teacher-parent communications.

Visitors: Visitors are always welcome. Parents are urged to take the opportunity to share in your child's beginning school experiences. Please contact the office on the day of the visit.

Volunteers: Let the preschool staff know if you are willing to be a preschool helper and be available to help for specific parties and/or field trips. If you have a specific talent or interest you are willing to share with the class, please let us know!

BIRTHDAYS/PARTIES:

Birthdays will be celebrated during circle time and at snack time. Please let us know if you will be bringing treats for your child's birthday or if you prefer that the birthday not be celebrated at school. There are an increasing number of children in our schools who have food allergies. Some food allergies can be life threatening. We want to team with parents to limit the possibilities for children being made ill from food brought into classrooms. With the severity of these food allergies, we will not allow homemade treats in our classrooms. Store bought items with labels of ingredients will only be allowed. **NO peanut butter or nut ingredients are allowed.** Summer birthdays will be celebrated on their half birthday. For example, if your child's birthday is on July 3, then we will celebrate in January.

HOLIDAY PARTIES:

Fall Festival, Christmas and Valentine's Day are celebrated with school parties. A Fall Festival will be held in lieu of Halloween. Costumes will be allowed at the discretion of the teacher. The classroom teacher will inform parents on how their class will celebrate.

Costume guidelines:

1. Costumes are to be worn during the party only.
2. Choose "kid friendly" costumes that do not depict violence (no blood), violent characters or have weapons.
3. Choose a costume that does not promote the use of illegal substances or activities or is derogatory or disrespectful.
4. Teachers may take away any accessory that is used improperly or is considered inappropriate for school.
4. School rules regarding the dress code will be followed.

TUITION:

Tuition is due the first of every month. Please make checks payable to United Public School District #7. If payment is not made by the tenth of the month, your child will be dismissed from the program. Refunds will not be made for absences. There are two sessions to choose from: Monday/Wednesday all day and Tuesday/Thursday all day. Cost is \$125/month.

WITHDRAWAL:

A one-month notice of intention for your child's withdrawal from preschool is required and/or payment for that month. Please contact the elementary principal in writing regarding your intent to withdraw your child from the program. Please include the intended withdrawal date.

FIRE AND TORNADO DRILLS:

Teachers will inform students regarding the manner and place of exit in case of a fire or tornado drill. An announcement will be made over the intercom in the event of a tornado. The signal for a fire will be the ringing of the continuous fire alarm. When the alarm is given, all persons will walk quietly in single file to the area specified.