



Perkins County Pre-Kindergarten  
2017-2018  
Parent Handbook



# The Perkins County Pre-Kindergarten Program

## Welcomes You !

Our purpose is to provide your child with a quality early childhood experience in a secure, nurturing and stimulating environment. We meet these goals with our developmentally appropriate curriculum, and our ongoing communication with parents. Our day is planned around multiple experiences, which helps your child learn about himself/herself, family, friends, environment, community and world. Concepts will be presented through hands-on activities, stories, games, songs, movement, finger-plays, real life experiences and exploring. Each child's individual needs will be considered, to assist them in developing to the best of their ability. Those involved in teaching the curriculum to the children include: Early Childhood teacher, Para-educators, and other service providers such as; speech/language pathologist, physical and occupational therapist, for those children with verified disabilities. The daily routine includes large group, small group and individual instruction through teacher directed and free choice activities. Your child will be offered many opportunities to learn in the classroom and outside, during circle time, story time, field trips, outdoor exploration, projects, and in learning centers. Classroom centers include; dramatic play (store-housekeeping-community workers), blocks, books, cars and trucks, science, games and puzzles, sensory table, music and creative art. Reading, writing and math experiences will be incorporated into learning centers. Snack time and outdoor recreation are included in the daily schedule.

All of the dedicated, caring staff in our program strive to be certain that your child has the very best early childhood experience possible. We thank you for entrusting us with that privilege and responsibility.

The following packet contains important detailed information. Please take the time to read all the pages to help you better understand our program. If you have any questions, please contact the Pre-Kindergarten Teacher, Connie Mahnken. (personal cell phone 352-6487)

### **Our Philosophy**

It is a mission of the Perkins County Pre-Kindergarten Program to provide a fully integrated preschool program to foster the child's educational, social and emotional growth as well as their physical development, through multiple daily learning experiences.

### **Enrollment Age**

This program will serve children age three (3) years to kindergarten entry age. Children must be three or four years of age on or before July 31, 2017 and must not turn five (5) years of age before August 1, 2017 to be eligible for the 2017-2018 school year. There are no exceptions to these requirements.

**\*Children attending this program must be potty trained, before admittance and live in the Perkins County School district.**

### **Admissions Procedures and Requirement**

Parents must complete school registration before beginning preschool. Registration includes copies of the Dr.'s proof of immunization report, emergency contact, the child's state certified birth certificate, free and reduced meal application (to determine tuition cost), medical information forms and other enrollment forms found at the back of this handbook.

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**L INFORMATION MUST BE COMPLETED PRIOR TO ADMISSION.**

## Immunizations

Immunizations required for 3-5 year old school attendance include:

4 doses of DTaP, DPT or DT vaccine

3 doses of Polio vaccine

3 doses of pediatric Hepatitis B vaccine

3 doses of Hib vaccine or 1 dose of Hib given at or after 15 mo. of age

1 dose of MMR or MMRV given on or after 12 mo. of age

4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 mo. of age

1 dose of varicella (chicken pox) or MMRV given on or after 12 mo. of age

Written documentation from parent, guardian, and health care provider, of the year your child had the varicella disease.

**Students must be current on these immunizations to attend school.**

## Birth Certificate

The State of Nebraska requires that a birth certificate be on file in order for a child to attend school. All parents or guardians must provide the school with a copy of their child's certified birth certificate no later than September 1, 2017. If your child is registering with Perkins County Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which you child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is fee for this certificate.

\*Please note: The document parents receive from the hospital is not a certified copy. A certified copy has the raised seal of the state on it and is signed by the director of vital statistics.

\*If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or translation of a birth certificate from another country. The documents must be

accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

## **Class Sessions**

Perkins County Pre-Kindergarten will hold two sessions. Students attending the morning session will be able to eat breakfast at school from 7:30-7:55, if parents so choose. Students attending the afternoon session will be able to eat lunch at school from 12:00-12:25, if parents so choose. You are asked to tell the teacher 1 day in advance when your child will be eating.

Classes meet four days per week (M,T,W,TH,) for three hours. \*\*The first day of Pre-K school, for the 2017-2018 school year will be August 23, 2017.

### **Morning Class (M,T,W,TH)**

3 year olds-- 8:00-11:00 A.M.

May be a combined class of 3 and 4 year-olds  
(\*\*see below)

### **Afternoon Class (M,T,W,TH)**

4-year olds-- 12:30- 3:30 P.M.

\*\* Since our program was developed to prepare children for success in Kindergarten, we will enroll all 4 year-old applicants first. We will then accept 3 year-old applicants until our program is full. If we fill the 4 year-old afternoon class, and have more 4 year-olds who register, there will be a combined class of 4 and 3 year-olds in the morning class. *Applicant forms will be dated when turned in. Those turned in first will be accepted first. I will send letters to parents by the end of May, letting parents know if their child is enrolled in the upcoming year.*

## **Tuition**

Program tuition is based on a sliding fee scale. Families who qualify for free lunch through the Nutritional Services application process would not have to pay tuition for their age eligible child to attend. A family that qualifies for the reduced lunch rate would be required to pay half tuition.

If your child will be eating breakfast or lunch at school the cost for meals are not included in the tuition. Costs for breakfast and lunch will be determined and shared with parents by August, 2017.

The 2017-2018 Nutritional Services Application forms will be available August, 2017. This form will be given to all parents of students registered for preschool when the yearly forms become available.

Tuition rates:

Full pay- \$100 per month

Reduced- \$50 per month

Free

## **School Supplies**

Parents are asked to supply:

- A complete change of clothes to be kept at school in case of spills or accidents.
- A large back pack with child's name written on it.  
(BIG enough to hold the child's class projects)

- A box 8 standard size crayons.  
(the school will furnish other materials)

## **Parent Involvement**

As a child's first and most important teacher, parents are a vital part to the success of the Perkins County Pre-Kindergarten program. Parents are encouraged to participate in their child's education as fully as possible. Parents are always welcome to visit the preschool.

**\*\* Under the state requirements of NE Rule 11 for Early Childhood Education Programs, 004.06 states: Each program shall provide a strong family development and support component which recognizes the central role of parents in their child's development and establishes a working partnership with each parent. Which includes:**  
**004.06C At least two home visits per year between the parent(s) and the teacher to discuss the child's development and learning. These visits may occur in locations other than the home as determined by the parents(s) and teacher.**

During these visits we will discuss your child's development, progress and any concerns you may have. Parents may request a meeting with the teacher any time they wish by calling Connie Mahnken at 352-6487.

### ***Other Opportunities for Parental Participation include:***

- Sharing special family traditions through photographs, songs, stories, props, etc.
- Assisting with class field trips, classroom activities, and celebrations.
- Participating in family programs and activities.
- Visiting the classroom.
- Offering to help in any other way.
- Community Resource Information Volunteer

. Read monthly newsletters/calendars to stay informed and to help your child be prepared for and participate in the classroom events listed on the calendar.

### **School to Home Communication**

LOOK in those BACKPACKS ☺ ! A weekly newsletter and monthly calendar with school events, days off and monthly classroom activities, will be sent home with each student by the last school day of every month in order to prepare for the following month. We encourage parents to call Connie directly on her cell phone if you have questions or concerns.

### **Visitors**

Parents, grandparents and other adult family members are welcome to visit the classroom at any time. We certainly encourage family visitors and volunteers. However, if it is causing adjustment problems for a child, we strongly suggest making arrangements with the teacher prior to visitation. All visitors to the school need to check in at the school office before coming to the room.

### **Arrival and Dismissal**

We emphasize that a parent or another adult accompany your child to and from the preschool classroom. Please arrive no earlier than 10 min. before classes start and please be prompt in picking up your child, as children tend to become upset and/or afraid if you are late. If an emergency arises, call the school at 352-4313 so that we can reassure your child someone will be there soon. We must have either a written note or parent request to:

- \* Dismiss your child early.
- \* Release your child to a babysitter, family member,

or friend other than the parent.

If your child is going to be absent from school please contact Connie or the school to let us know. Thank You.

## **Field Trips**

Important parts of preschool learning are field trips. We will be visiting places in our community and some out of town. Parents will be informed of dates and places ahead of time. We will send home permission forms for each trip as they are scheduled. We may be asking for parent help on some trips. Trips will be taken on a Perkins County School bus and be driven by a Nebraska, CDL licensed school bus driver.

## **Early Out and Snow Days**

**If there is no school at Perkins County Schools there will be no Pre-Kindergarten classes.**

If there is a late start for PCS there will be no morning preschool. If there is a 1:30 dismissal at PCS there will be no afternoon preschool. When school has to be cancelled because of weather or other emergencies, such announcements may be made by radio KOGA- AM and FM. Parents will be notified through the districts instant notification system on their phones. School dismissals will also be posted on the school website <http://www.perkinscountyschools.org/>

## What to Wear

Please dress your child for play and exploring. We exercise, play, and paint and our clothes may become soiled. The children need comfortable clothing and shoes to be comfortable playing. We will be going outside everyday except for when there is extreme weather, so please have your child dress for the weather by bringing; jackets or coats, hats, gloves, snow pants and boots when necessary. It is a good idea to mark all outdoor clothing worn to school, with the child's name. \* We will not go outside to play when there is heavy rain or the temperature is less than 20\*.

## Health Issues at School

A child who becomes ill during the day with any of the above listed illnesses, will be isolated from the other children and discharged to the care of the parents as promptly as possible. Superficial cuts and bruises, which can be safely cared for by the teacher or paras, will be reported to the parents. In case of more serious accidental injury, we will make an immediate attempt to contact a parent. If necessary, we will call an ambulance or paramedics and continue attempts to contact a parent and/or emergency contact person. Parents will be expected to assume responsibility for any resultant expense. **Please keep the**

**school up-to-date on parents' and other emergency contact numbers if they change.** Parents will be notified by letter, if there is an outbreak of any communicable disease.

**If your Child .....**

- \* Has a fever, don't send him/her to school or activities. Children who are vomiting; have diarrhea, or a temperature of 100 degrees or greater must remain home and will be welcomed back after being symptom free for 24 hours. (ex: last episode of vomiting, diarrhea, fever)
- \* Is absent because he/she has any of the following diseases: Diphtheria, Hepatitis A, Meningitis (Bacterial or Viral), Pertussis (Whooping Cough), Poliomyelitis, Tuberculosis, Enterobiasis (pinworms), or Impetigo, he/she must have a doctor's permission to return to school.
- \* Is absent because he/she has any of the following diseases: Conjunctivitis (Pink Eye), may return after 24 hours with physician's written approval; Fifth Disease, may return with rash with documented physician's written approval. Ringworm may return after treatment is started.
- \* Is absent because he/she has Head or Body Lice, may return to school when treatment is completed and a re-examination has determined lice are no longer present.
- \* Has had strep throat he/she may return to school after being on medication and temperature free for 24 HOURS.
- \* Has any condition, such as severe allergies, diabetes, epilepsy, asthma, urinary or bowel problems it should be reported to the school nurse or teacher and included on the medical information form at time of registration.

## **Medication**

It is preferred that medication be given at home. If there is a need for daily medication at school or an emergency preventative medication (inhaler, bee sting kit, etc.), a form must be completed and signed by a parent. A medication form can be picked up from the teacher. This information will be shared with school nurse Mrs. Wells.

## **Fire/Tornado/Emergency Drills**

Fire and tornado drills are held at irregular intervals throughout the school year. Fire and tornado procedures are posted in the classrooms and in the halls. We will follow these basic rules:

- Follow the instructions in our classroom or hallway indicating how to leave the building in the safest way, in case of a fire or evacuation from school building.
- We will walk, with no talking and move quickly to the designated areas.
- In case of an evacuation from the school site; Parents will be notified from the safe site and will be told when and where to pick up their child.

## **Snack Time**

A snack will be served each session for promotion of self-help skills and language development. Healthy snacks will be provided by the school district.

## **Birthdays**

Parents are welcome to come celebrate with us on their child's birthday. Some activities could include: reading their child's favorite book to the class, spending playtime with their child and/or bringing a snack for their child to serve to their friends.

## **Show and Share**

We will have Show and Share days scheduled throughout the school year. On these days your child can bring an item from home to share with their friends. Please no play weapons, as this is the policy of the school. We suggest that toys from home only be brought on these days, as we do not want personal toys to get lost or broken. It also causes issues when a child wants to share their toy with some but not all children.

## **Toys from School**

On occasion, toys and other small things disappear from the classroom. Anything small enough to fit in a pocket like puzzle pieces, math counters, small cars, people, cash register coins, etc., sometimes does! Please return any found objects that turn up in your child's pockets, bag or your car, to any early childhood staff member. Thank you!

## **Child Abuse**

Law requires us to report any suspected signs of child abuse or neglect to Child Protective Services. If abuse is suspected, it will be reported to law enforcement, so they may determine if further action is necessary.

## **Confidentiality**

Family information is kept confidential and we ask that parents in turn respect other families and staff with the same courtesy.

## **Discipline**

Your child will be taught classroom rules and be given many opportunities to practice following these rules. Discipline in preschool is a teaching opportunity. Staff and classroom volunteers use positive methods of discipline, which encourages self-control, self-esteem, and cooperation. Methods of positive discipline include redirection, a friendly reminder and conflict resolution techniques. Restraint by holding may be used when reasonably necessary, to prevent a child from harming him/herself, or other persons. If unacceptable behavior occurs it is discussed with the parent, to enlist their cooperation and support in discouraging the behavior. At school the child will be made aware that she/he is cared for and that it is her/his behavior that we cannot accept.

### **Unacceptable behaviors are:**

Biting, spitting, pinching, hitting, kicking, throwing things in anger and swearing.

\*If your child continues to display non-acceptable behavior after parent and teacher have been unsuccessful when attempting to correct the behavior, or if the non-acceptable behavior is

extreme, is directed toward another student or a staff member, the student displaying the non-acceptable behavior will be subject to suspension from the preschool program according to school district policies.

## **Emergency Contact Information**

### **In case Parent/Guardian cannot be reached.....**

Emergency Contact Person #1:

Full name and phone numbers:

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Emergency Contact Person #2

Full name and phone numbers:

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Is there anyone who should **NEVER** be allowed to pick up your child?

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## **PERMISSION TO RELEASE CERTAIN DIRECTORY INFORMATION WITHOUT FURTHER PRIOR WRITTEN CONSENT**

Certain directory information may be released to the local newspaper, civic or school related organizations, and state or governmental agencies as well as published in school district programs for the music presentations.

**Note: By signing this release, you are also giving the school permission to post photos of your child on the classroom web page, the name of your child/student will Never be posted.**

Directory information includes the following kinds of information:

1. Name-
2. Photograph- posted in hallway or on preschool web page never with name.
3. Participation in official school activities (assemblies and programs)
4. Dates of attendance ("from and to" dates of enrollment)
5. Date of birth
6. Video recording (not used in a disciplinary matter)
7. Student work for display by the teacher with the first name of your child only.

I \_\_\_\_\_ give  
(parent or guardian)

permission for the Perkins County Preschool / Perkins County Pre-Kindergarten Program and Perkins County Schools to release the above mentioned directory information about my child without further prior written consent.

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(name of student)

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(date)

I have read, understand and agree to follow the rules, regulations, and policies stated in the Perkins County Pre-Kindergarten Program Parent Handbook.

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Parent/Guardian Signature

Date \_\_\_\_\_

Please sign and return this page and all other Pre-School forms, to Laurie Summers in the PCS Elementary office.

Thank you !