

Northwest Public Schools Preschool Handbook 2023/2024 School Year

We are excited to have you and your child be a part of our program! This handbook is designed to answer some of your questions and give you an overview of the policies and procedures of our program. Feel free to contact your teacher any time with questions or concerns you may have. We always welcome you to visit the classroom at any time. We look forward to watching your child soar this year!

In our program your child will receive:

- Excellent Educational Opportunities by a Certified Teacher
- Nutritional snacks
- Developmental Screenings

State-funded early childhood education programs must adhere to age eligibility guidelines set by the State as stated in Rule 11. Children who are eligible to enroll in kindergarten (those who reach 5 by July 31 of the current year), may not participate in a State-funded grant preschool program unless determined by the IEP team.

Program Description

Northwest Public Schools uses the 'Early Learning Guidelines for Ages 3-5 as a framework for the Lockwood Preschool Program. The following elements are included in the preschool program.

Social / Emotional Development is about socialization, the process by which children learn the values and behaviors accepted by society.

Physical Development includes gross (large muscle) and fine (small muscle) motor skills. Gross motor includes balance and stability, movements such as running, jumping, hopping, galloping, and skipping and physical manipulations such as throwing, kicking, and catching. Fine motor development involves using and coordination of the small muscles in the hands and wrists. As fine muscles develop, children are able to perform self-help skills and manipulate small objects such as scissors and writing tools.

Cognitive Development involves how children think, how they see their world, and how they use what they learn.

Language Development includes understanding and communicating through words, spoken and written. Included in language development is listening and speaking and reading and writing.

Calendar:

The Northwest Preschool will begin classes on August 14, 2023. The Lockwood Preschool does follow the Northwest Public Schools District calendar throughout the school year. Northwest Preschool is not in session on Fridays of each week.

Preschool Hours:

Morning Session: 8:00-11:30

Afternoon Session: 12:15-3:45

Home Visits:

The child's preschool teacher will contact families in August for an initial home visit. The purpose of the visit is to have your child meet the teacher, to establish a relationship between the family and the teacher, to review preschool guidelines and to complete necessary paperwork. An additional home visit will be made sometime throughout the remainder of the school year

Snack:

Each preschool session includes a snack.

Transportation:

Transportation is not provided by Northwest Public Schools.

Student Pick-Up & Drop Off:

DROP-OFF: Students may be dropped off **no earlier than 7:45 am for the morning session and 12:00 pm for the afternoon session**. Parents or another adult **MUST** accompany the child to the designated drop-off point. If there are scheduling conflicts for drop-off, please talk to your child's teacher.

PICK-UP: Parents must pick up their child on time! Staff is not on supervision duty so students must be picked up promptly from the school. Excessively and chronically late pick-ups may result in your child being dismissed from the program.

Attendance:

Attendance is critical to optimum learning. **It is required that parents will call the school when a child will be absent or late.** When a child has 5 or more absences per quarter, a parent contact will be made to discuss the importance of attendance and to determine a reason for the absences. A child who will miss more than 3 consecutive days of preschool due to illness must have a note from the physician. Excessive absences may result in removal from the Northwest Preschool program, to accept other children on the waiting list.

Tardies:

Five (5) tardies at Northwest Preschool will be counted as one day of absence. Excessive tardies and being absent from preschool may result in removal from the program.

Illness:

If your child is running a fever, has a persistent cough or runny nose that is difficult to control, or has had diarrhea, vomiting or fever in the previous 24 hours, please do not bring them to preschool. They need to be symptom-free without medication. If your child appears to have pink eye or just does not seem to feel well, even if they do not have a fever, we will call and ask that you come get your child. Viruses spread quickly in the preschool classroom and we do the best that we can to help prevent that with frequent hand washing, table and toy disinfecting, and learning to cover coughs and sneezes. Please help us by keeping your child at home if their health is in question.

Weather and Schedule Change Guidelines:

We will follow the same schedule that the Northwest Public Schools reports. When there is a late start due to bad weather, there will be NO morning preschool. When there is an early dismissal due to weather, there will be NO afternoon preschool. Please listen to the radio or TV for school closing information.

Field Trips:

Occasional field trips are scheduled to a variety of locations. Field trip experiences build a child's language and awareness of the world. Parents will be notified when field trips are scheduled and will be asked to sign a field trip permission slip at the beginning of the school year. Parents are encouraged to volunteer to assist with the field trips when possible.

Assessment and Reporting:

The following methods will be used to inform parents of a child's progress in the preschool program:

- Report Cards: Progress reports will be sent home multiple times per year.
- GOLD ASSESSMENT: This is a required state assessment that measures student growth over the year.
- Parent-Teacher Conferences: Conferences are held twice a year (November and March).
 - Parents will be contacted by their child's teacher to schedule a conference time.

Communication:

Communication between home and school is very important. All questions and concerns should be addressed with the child's teacher. Contact information is included at the end of this document.

Newsletters will be sent home with preschool students to inform parents of classroom activities and special events. School Messenger phone messaging may be used to remind parents of events or to let parents know about weather-related issues.

Preschool Contacts:

Stacey Pawling	Registrar	(308) 385-6398
Taylor Harms	Preschool Teacher	(308) 384-2042
Jamie Lepant	Early Childhood Special Educator	(308) 385-6398
Dr. Jeffrey Edwards	Superintendent	(308) 385-6398
Tara Retzlaff	Director of Special Services	(308) 385-6398

Toys:

Toys may only be brought to school as an assignment or if requested by the teacher.

Gifts for Students and Party Invitations:

Students will not bring gifts for other students to school unless it is a class function or if a present can be given to each student in the classroom. If a student wants to give another student a special gift, it should be done outside school time.

Party Invitations will not be allowed to be handed out in school unless all students in the class are invited.

For treats, they need to be individually wrapped.