

Wausa Public School

EARLY CHILDHOOD PROGRAM

HANDBOOK

2019-2020

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Early Childhood Program

The Wausa Public School Early Childhood Program will feature hands on learning opportunities for children ages 3-5 based on Creative Curriculum Guidelines as suggested by the State of Nebraska Department of Education as well as the Nebraska Early Learning Guidelines for Ages 3-5

Our goals are to provide each child with a variety of developmentally appropriate activities that are designed to meet each child's individual needs; to help children recognize and use appropriate social skills; and provide a safe and secure environment.

EMERGENCY PHONE CONTACT INFORMATION

WPS uses the Student Information Form to notify parents of any unexpected events, such as school closing, an evacuation or student illness. The Student Information Form must be completed and returned to the office by the first day of class.

PLEASE CALL THE OFFICE IF YOUR CHILD IS SICK OR WILL BE ABSENT.

Illness

- We use the Student Information Form to contact parents or another designated adult if your child develops symptoms of illness while in class. We will isolate your child in a comfortable, supervised place until he/she can be picked up.
- If one or more of the following symptoms is present in your child, we will call you to pick up your child from preschool
 - Temperature higher than 100 degrees F.
 - Nausea or vomiting
 - Flu-like symptoms

24 HOUR RULE – Any child who has shown signs of illness in the previous 24 hours may not attend class.

- **Fever Free:** A child should be fever free for 24 hours, without the use of fever-reducing medicine.
- **Antibiotic Timeline:** A child should be on an antibiotic for at least 24 hours before returning to school.

HEAD LICE PROCEDURES

- The administration of Wausa Public School has determined the best policy for our school is no tolerance for live adult or infant lice. Students with live lice will be sent home for treatment.
- Students with 10 nits and no live lice will also be sent home for treatment.
- Students that had been sent home for treatment would be checked daily upon returning to school until no live lice are found.

EARLY CHILDHOOD PROGRAM HOURS/ARRIVAL AND DISMISSAL

- **No breakfast or lunch program will be provided.**
- During arrival and dismissal times, staff members must devote full attention to all of the children. Please keep conversations brief. If you need to communicate specific information, a written note or email is preferred. You can email Mrs. Johnson at robbijohnson@wausaschools.org.

The Early Childhood Program will be scheduled as follows:

3-year-old preschool:

- Monday through Friday, 8:00am to 11:00 am.
- Students should arrive NO earlier than 7:50am.
- Students should be picked up NO later than 11:10am.

4-year-old preschool:

- Monday through Friday, 12:30 pm to 3:35pm. (or end of the schoolday)
- Students should arrive NO earlier than 12:20 pm.
- Students should be picked up no later than 3:40pm.
- Pk4 students should be picked up from the lunchroom.

CLASS CANCELLATIONS

The State of Nebraska requires each preschool student to have a minimum of 450 hours of instruction during the school year. If the preschool falls below the required number of hours due to cancellation of class, makeup class time may be scheduled.

The 3-year-old and 4-year-old preschool classes will follow the same weather delays/cancellations as the K-12 students at Wausa Public Schools.

SCHOOL CLOSINGS

When it becomes necessary to dismiss school early or cancel school completely, announcements to this effect will be made on the following TV stations:

Sioux City: All television stations

The **PowerSchool ALL-CALL** program will also be initiated. Please make sure you have submitted to the office all telephone and cell phone numbers you want the ALL-CALL message sent to.

You may also check the school's office website for information:

<http://www.wausaschools.org/office/>

PK 3 class will not meet on days identified as late start days due to inclement weather.

RECESS

- Unless we receive a doctor's note requesting a child to stay indoors, we expect every child to participate in outdoor play.
- Students will participate in outdoor play unless there is inclement weather or the "feels like" temperature goes below 20 degrees F or above 95 degrees F. Teacher discretion is applicable.

Recess Guidelines:

- Students must have closed-toe shoes on the playground. Sandals, slides and Crocs are not safe for outdoor play.
- The slide is a "down" slide. Students should be going feet first.
- Absolutely no tree climbing.
- No climbing on the top of the playhouse.

DOORS LOCKED

For safety purposes, the outside school doors remain locked at all times with the exception of the central office and breezeway doors. ONLY these doors are automatically unlocked from 7:30am to 8:10am. You may use the buzzer systems to enter the school through the central office doors if not between 7:30am and 8:10am.

Please remember to sign in at the central office.

PRESCHOOL ELIGIBILITY

Wausa Public Schools Early Childhood Program is offered to boys and girls who are toilet trained and whose age falls within the following regulations.

- If your child will be 3 years of age **BY** July 31st, 2018, then he/she will be enrolled in the PK-3 program.
- If your child will be 4 years of age **BY** July 31st, 2018, they he/she will be enrolled in the PK-4 program.
- Children that turn 5 years of age **PRIOR** to July 31st, 2018, will be enrolled in the kindergarten program.

PRESCHOOL IMMUNIZATIONS

If your child's immunization records are not current, our school nurse will notify parents of needed immunizations. **The State of Nebraska requires that all immunizations are current BEFORE attending preschool.** If you have any questions concerning immunizations please contact Sue Doerr at suedoer@wausaschools.org.

Required Immunizations for ages 2-5 years.

Immunizations MUST be current BEFORE the first day of school.

- Ø 4 doses of DTaP, DTP, or DT vaccine
- Ø 3 doses of Polio vaccine
- Ø 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age
- Ø 3 doses of pediatric Hepatitis B vaccine
- Ø 1 dose of MMR or MMRV given on or after 12 months of age
- Ø 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.)
- Ø 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.

EMERGENCY EVACUATION PROCEDURES FOR FIRE/TORNADO DRILLS

Fire Drill:

1. The fire warning is a pulsating buzzer.
2. Move quietly and orderly with your class to the assigned exit.

Tornado Drill:

In a tornado warning, Early Childhood students will move to the Computer Equipment area.

PRESCHOOL FEES

- Preschool tuition for the 19-20 school year is approximately \$900 per student. (\$25 per week)
Free and reduced pricing is applicable if you qualify. (Reduced qualification-\$15 per week. Free qualification- \$10 per week)
Please see Katie in the central office for an application.
- Families will also be charged \$0.65 per student per day for a snack break consisting of a small snack and milk or juice. Preschool snacks follow State regulations.
- No refund for tuition will be given due to illness, absence or weather related school cancellations.
- Tuition reminders will be sent via text or email through PowerSchool.

***For information regarding tuition assistance for the Early Childhood Program, contact Katie Smith at 586-2255 from 8:00am to 4:00pm to obtain the necessary paperwork.

FIELD TRIPS

Students are involved in various field trips throughout the school year. A signed permission slip is required for any field trip that will take students more than a distance of ten miles from Wausa. This slip will be sent home with the student in advance of the field trip.

Parents notification for field trips within the ten mile radius from Wausa will be sent to parents through one of the following: parent letter, email, text or REMIND Announcements.

PARENTS/VISITORS/VOLUNTEERS

FOR THE SAFETY OF ALL OUR STUDENTS, ALL PARENTS/VISITORS/VOLUNTEERS

MUST CHECK IN AT THE CENTRAL OFFICE.

- Stop in the office when arriving at school.
- Bring all items to the office that have been forgotten or are needed by the student in order for office personnel to deliver to the student.
- Call the office and request a return call from the teacher if information is needed.

Parents are encouraged to visit school. Classroom visits give parents the opportunity to observe their child's participation and provides insight into curriculum, classroom expectations and classroom procedures.

PARTIES/GIFTS

Three parties are part of the school program: Halloween, Christmas, and Valentine's Day. If you would like to help with any of these parties, please contact the preschool teacher.

Christmas Gifts: At Christmas time, we will have a gift exchange. Students will draw a classmate's name. Parents will be notified of the name the student drew. No more than \$3.00 per gift should be spent.

Birthdays: A child's birthday is a very important day, and deserves special recognition. Such recognition will be extended to the classroom. However, party invitations should not be distributed in school unless all members of a classroom are invited. Please contact the preschool teacher if you would like to share birthday treats.

Wausa Public School encourages healthy treats for parties or birthdays. Healthy treats are foods that are not of minimal nutritional value, and that are low in fats, sodium and sugars, and high per serving in the nutrients which are needed to meet the Reference Daily Intakes.

RELEASE OF A STUDENT

Please inform the main office if someone other than the person identified on the Student Information Form is able to pick up your child. This information must be on file at school BEFORE your child can be released to this person.

SHARE BAG

Children can bring to school things (books, toys, etc..) to share when they bring home the share bag. Each child will bring home the share bag several times throughout the school year. The school will not assume responsibility for items brought from home.

SNACK TIME

A small snack and juice or milk will be provided by Wausa Public Schools. The cost for snack and milk or juice is \$0.65 per day and will be added to the student's tuition statement. Staff will make every effort to NOT charge your student for a snack not provided, due to weather, illness, birthday treat substitution, etc.

STUDENT SUPPLIES

***Please remember to label each item that your child brings to school (backpack, coat, sweater, hat mittens, and boots, etc...).

- 1 refill package for Wet-Ones
- 1 file folder
- EXTRA set of underwear/clothes to be kept at school for your child
- Boots
- 1 canister of Clorox Wipes
- 1 box of Kleenex tissues
- 2-3 glue sticks
- 1 package dry erase markers--any size
- 1 package Crayola washable markers
- CHOOSE 1--- for Art projects----spoons, play-doh, paper plates or cups, Dixie cups, cotton balls, straws
- Backpack to transport home/school folder
 - We encourage our students to be independent. Therefore, we strongly recommend a backpack that is easy for your child to manage when putting away their own things. Please be sure to check the contents of the backpack each night so that you can find important notes, view art projects.

STUDENT DRESS

- Your child should be dressed for active and participatory play.
- Your child should wear sturdy, protective shoes which will enable them to run, climb and play with ease.
- PLEASE-- no sandals
- Students go outside most days, so please dress your child appropriately.

- In the winter, hat and mittens are needed every day. Snow pants and warm boots are important whenever there is snow on the ground. (Students are not allowed to share or borrow hats and coats.)
- In the event of a bathroom accident, school personnel will assist student with accident clean-up including wiping of student and changing of clothing. School personnel will notify parents by text, phone call or note. If you do not want school personnel to provide assistance, please notify the office.

DISCIPLINE POLICY

WPS Preschool's commitment to an age-appropriate and play-based curriculum ensures that activities are child-centered and promote positive social interactions. Teachers and Paraprofessionals carefully craft the environment, communicate and enforce clear boundaries and expectations for behavior, and use nonverbal cues to redirect a child's behavior to foster success.

When a problem arises, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Students learn to make suitable choices and develop techniques for regaining self-control when they feel frustrated. Instructive and individually appropriate consequences help to strengthen the child's self-control and self-esteem.

When a student experiences a particularly challenging time, the school encourages parents and teachers to work together and develop appropriate strategies. If a specific circumstance needs attention, the teacher will follow these procedures:

1. The teacher will observe and document a student's behavior.
2. The teacher will discuss the student's behavior with the parent and inform him or her of learning-based strategies the teacher will implement.
3. The teacher will follow up with the parent about how these strategies are influencing the behavior.
4. If concern persists, a conference will be held with the teacher, parent, and principal to discuss options to help the student further develop appropriate social skills.
5. Staff members will make reasonable effort to work with the student and his/her family to resolve behavioral concerns. At any time, an individual plan of action may need to be implemented, depending on the severity of the concern. If needed, there is opportunity for teacher, parents and the principal to seek support from outside resources. The plan may include removal of a student from the classroom and/or calling the parent to take the student home. Repeated severe problems may result in the exclusion of a student from attending WPS preschool.

Information/release forms can be found on the office website.

www.wausaschools.org/office Click on preschool page.