



Malcolm Public Schools

Preschool

Parent Handbook

2018-2019

Malcolm Public Schools

10000 NW 112th

Malcolm, NE 68402

(402) 796-2151

<http://www.malcolmschools.org/>





Welcome to Malcolm Public Schools Preschool

We are excited to have you and your child be 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 child's teacher or the office with questions or concerns you may have.

The Malcolm Preschool is part of the Malcolm District 148. All policies set forth by the District or Board of Education in the District's Parent Handbook are in effect for the Preschool. The additional guidelines set forth in this Preschool Handbook are solely for our preschool and address issues that only pertain to preschool students and the program.

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 31st of the current year), may not participate in a State funded preschool program.



*...a fun place to
play and learn!*

Malcolm Public Schools Board of Education

Michelle Bice	President
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**Malcolm Public Schools Mission:**

In partnership with our community, we will provide an educational experience that maximizes the potential of each student to become a productive and responsible citizen.

Purpose:

Malcolm Public Schools Preschool offers a variety of learning experiences. These experiences develop skills and promote growth physically, socially, emotionally, and mentally at individual levels.

Philosophy

Malcolm Public Schools Preschool believes:

- Every individual has fundamental worth and unique importance
 - Every person, no matter how young or how old, has potential to contribute to the lives of others
 - Play is work for young children and they learn best through direct experience
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Curriculum/Assessment

Creative Curriculum is a thematic language-based approach to learning, integrating language arts, science, math, social skills, and motor skills. Focusing on objectives that are most predictive of school success and that are linked to State and Early Learning Standards. The content areas in the preschool curriculum are based upon the Nebraska Early Learning Guidelines. The guidelines state that “quality programs provide a challenging but achievable curriculum, and engage children in thinking, reasoning, and communication with others.” These content areas include:

Language

- Establishes and sustains positive relationships
- Uses language to express thoughts and needs
- Uses appropriate conversational and other communication skills

Literacy

- Demonstrates phonological awareness
- Demonstrates knowledge of the alphabet
- Demonstrates knowledge of print and its uses
- Comprehends and responds to books and other texts
- Demonstrates emergent writing skills

Social/Emotional

- Regulates own emotions and behaviors
- Establishes and sustains positive relationships
- Participates cooperatively and constructively in group situations

Cognitive

- Demonstrates positive approaches to learning
- Remembers and connects experiences
- Uses classification skills
- Uses symbols and images to represent something not present

Physical

- Regulates own emotions and behaviors
- Establishes and sustains positive relationships

Mathematics

- Uses number concepts and operations
- Explores and describes spatial relationships and shapes
- Compares and measures
- Demonstrates knowledge of patterns

Science and Technology

- Uses scientific inquiry skills
- Demonstrates knowledge of the characteristics of living things
- Demonstrates knowledge of the physical properties of objects and materials
- Demonstrates knowledge of Earth's environment
- Uses tools and other technology to perform tasks

Social Studies

- Demonstrates knowledge about self
- Shows basic understanding of people and how they live
- Explores change related to familiar people or places
- Demonstrates simple geographic knowledge

The Arts

- Explores the visual arts
- Explores musical concepts and expression
- Explores dance and movement concepts
- Explores drama through actions and language

English Language Acquisition

- Demonstrates progress in listening to and understanding English
- Demonstrates progress in speaking English

Teaching Strategies - GOLD is an innovative assessment system used for assessing all children in the Malcolm Preschool Program. The objectives represented address all areas of development (social-emotional, physical, language, and cognitive) as well as content learning in literacy, mathematics, science and technology, social studies, and the arts.

Malcolm Preschool will follow all Rule 11 guidelines required by the Nebraska Department of Education.

Enrollment Policy

Our enrollment procedures used to determine the preschool class list is based on the following list of criteria in order of priority:

1. Child on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP), living in our school district will have first priority for acceptance. The State of Nebraska set up the preschool program to help those children with the highest needs.
2. Child is verified premature birth (36 weeks or less)
3. Mother's verified teen status at time of birth (younger than eighteen or has not complete high school)
4. Family is verified free or reduced lunch status
5. Child is verified ELL (English is not the primary language spoken in the home)
6. Those students living in our school district who will turn four by July 31st, oldest to youngest by birth month/day/year
7. Those students living in our school district who will turn three by July 31st, oldest to youngest by birth/month/year.
8. If there are still open spots, non-district students will be chosen based on the criteria listed above.

We do wish we could enroll every child. Our program has a capacity of 20 students. A quality early childhood program keeps the teacher/pupil ratio low and matches enrollment to the physical size of the facility.

Tuition and Payment

Malcolm Public Schools Preschool adheres to the Rule 11 guidelines put forth by the Nebraska Department of Education and works in cooperation with the NDE to establish a fee schedule and guidelines for all preschool families. Within that framework, there are certain criteria that families may meet that can waive the fee payment for their preschool student.

The criteria is as follows:

1. Children identified with a disability and are receiving early childhood services
2. Children whose family income qualifies them for participation in the federal free lunch program
3. Children who reside in a home where English is not the primary language for communication
4. Children of parents that are younger than eighteen or have not completed high school
5. Children who were born prematurely or at low birth weight as verified by a physician

Children who meet one of the criteria above will NOT be charged a monthly fee.

If a child does not meet one of the five criteria, there is a \$150 per month fee for preschool.

Students and families who qualify for the Reduced Lunch Program will be charged \$40 per month for preschool.

Payments will be made on the first of each month. Payments can be dropped off at the school office, sent in the mail, or paid online. Checks should be made to Malcolm Public Schools

You will receive a payment schedule for the year along with your child's enrollment packet. The monthly charge is detailed in that schedule along with the payment due date. This will be the only billing notice. **The monthly fee will include preschool tuition, lunch, and snack.**

Forms are available for verification and participation in the Federal Free and Reduced Lunch Program at both the elementary office and online. Questions about this program should be directed to the elementary office at (402) 796-2151

Admission Requirements

- **Birth Certificate**
 - State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your 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 a fee per certificate. Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.
- **Immunizations**
 - State law requires that students age 2 through 5 years enrolled in a school based program not licensed as child care provider have the following immunization prior to attending:
 - 4 doses of Dtap, or DT vaccine

- 3 doses of Polio vaccine
- 3 doses of Hib vaccine or 1 doses of Hib given at or after 15 months of age
- 3 doses of pediatric Hepatitis B vaccine
- 1 dose of MMR or MMRV given on or after 12 months of age
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
- You must show proof of immunizations upon enrollment in school. Any student who does not comply with the immunization requirements will not be allowed to continue in school. Students with medical conditions or personal beliefs that do not allow immunizations may complete a waiver statement which is held in the elementary office.

Transportation

We do wish that we could offer transportation to all students; however, van space and drop off locations will be considered when accepting transportation requests. Below are a few options for transportation

- Drop off before preschool (prior to 8:30)
 - Children identified with a disability and are receiving early childhood services have the option to receive transportation that is provided by the district; however a few guidelines will be discussed with families.
 - If your child is not identified with a disability there will **NOT** be transportation offered before preschool.
- Pick up from preschool (after 2:30)
 - Children identified with a disability and are receiving early childhood services have the option to receive transportation that is provided by the district; however a few guidelines will be discussed with families.
 - Transportation for all other students will be considered for a fee depending on drop off location and number of students wanting transportation.
 - Students who are dropped off within 1 mile of the school will be charged a \$1.50 per day fee.
 - Students who are dropped off outside a 1 mile radius of school will be charged a \$2.50 per day fee.
 - If your child is transported after school they will be charged a daily fee whether they ride or not (example: sick, absent, etc.).
 - Transportation fees must be paid on the first of each month. Payments can be dropped off at the school office, sent in the mail, or paid online. Checks should be made to Malcolm Public Schools.
- If transportation is not provided by the district, parents are required to bring their child to school and pick up from school

Preschool Time

- Full Day Preschool Monday through Thursday
- 8:30 a.m. to 2:30 p.m.
- No Preschool on early dismissal days or late starts

Arrival and Dismissal

- When dropping off your child, you may assist your child in settling in (take off coat, hang up backpack, etc.). The arrival routine should be the same each day. These predictable routines will reduce separation anxiety and will allow your child to gain independence and practice responsibility.
 - If your child is having trouble separating from you, signal the teacher and let her take care of it. A quick “good-bye” and exit from the parent is best. Please trust that the teacher will handle your child appropriately in an event such as this.
 - Preschool parents are expected to come to the exterior door of the school building each time they drop off and pick up their child. Preschool students are not allowed to walk through the parking lot without an adult.
 - Preschool students can be dropped off at 8:00 a.m. if you have other children that attend Malcolm Elementary as their start time is 8:10. We want drop off to be convenient for your family.
 - Preschool students must be picked up at 2:30 p.m..
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People Authorized to Pick up your Child

You will be required to provide a listing of the people you authorize the school to release your child to. Your child will never be released to someone not on the list unless we receive a note or phone call from parents. If the staff does not know the person, he or she will be asked to show identification. Please let the office know if there will be any changes made to your child’s daily drop-off or pick-up routine.

Daily Schedule

- Arrival/Breakfast/Free Play
 - Opening Circle Time
 - Literacy
 - Math
 - Centers
 - Recess/Outdoor Time
 - Centers
 - Lunch
 - Recess
 - Story Time
 - Rest Time
 - Science and Social Studies
 - Snack
 - Recess
 - Closing
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School Backpacks

- Please send your child’s school backpack with him/her **everyday**.
- Do **not send any toys** unless it is designated a show and tell day.

- **Check the contents** of the backpack every evening for important notes, soiled clothing, or your child's work.
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Attendance

Children are expected to be in attendance every day that preschool is in session. If the child is ill or will not be in preschool, the parent or caregiver must call the Elementary Office (402) 796-2151, #2, before 8:30 a.m. Messages may be left on the answering machine anytime during the night.

- Excused absences are when:
 - the parent or caregiver calls to notify the office that the child is ill or will be absent for personal family business.
 - Unexcused absences are when:
 - no call is made to the office when a child is absent.
 - Consequences will occur:
 - After five tardies and/or absences, the teacher will make phone calls to the parents to let them know the child was missed and to offer assistance if needed.
 - At 10 tardies and/or absences a letter will be sent expressing concern and offering further assistance.
 - At 15 tardies and/or absences a letter will be sent expressing concern and a **conference will be required** to offer further assistance.
 - Should a child reach 20 tardies and/or absences, a conference will be required to determine if the child will continue in preschool.
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Illness

- If a child is ill, please let the office know before 8:30 a.m.
 - If a child becomes ill during class time, the school's health aide will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school health aide that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. If your child experiences any of the above conditions or symptoms, please keep them home from Preschool and notify the office of their absence.
 - Some illnesses may require a doctor's note upon returning to school.
 - A child should stay home for at least 24 hours after the last symptom is seen.
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School Closing

- The Superintendent may close school in case of severe weather. In an event of inclement weather, school cancellations will be broadcasted on TV Channels 10/11, as well as radio stations KFAB AM1100 and KFRX FM 102.7.
- If a late start to the school day is called, preschool will NOT be in session that day.
- All families with children enrolled in Malcolm Public Schools will be enrolled in the School Closing Notification System.
 - The School will use the phone number given on the child's preschool forms.

- Families should notify the school if their phone number changes or if they want the call to go to a different number.
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Communication

The Malcolm Preschool staff will conduct two home visits per year. The first visit will be scheduled prior to the start of school and the second will be held half way through the school year. These visits are required by the Nebraska Department of Education and will be a wonderful way to begin building a school and home partnership.

A classroom calendar will be sent home for each month with the days the preschool is in session. Each week, a classroom newsletter or note will be published and shared with families. The newsletter will contain classroom news, upcoming events, student photos, and helpful tips for parents. Please watch for the newsletter the last day of the preschool week.

Students who are the oldest or only child in their family will also receive a Westfall Elementary Newsletter each week either emailed to parents or sent home in your child's backpack. District information can be found in the Clipper, district newsletter, or the school's webpage <http://www.malcolmschools.org/>

Contacting the Teacher

If there is anything you need to know about a situation involving your child, the teacher will provide this information to you through a brief conversation at pick-up time, via a phone call, and email, or a short note. This would include things like minor injury (more than a band-aid), behavior issues, concerns with a situation, etc. Please don't hesitate to let your child's teacher know of any concerns, questions, or confusion over anything. If you wish to visit with the teacher in depth, it would be best to set up a conference or call when preschool is not in session.

Breakfast/Lunch

- Breakfast will be offered (not required) at 8:30 a.m. Breakfast will be an additional cost and is not included in the monthly fee.
 - Free Meal Eligibility - \$0
 - Reduced Meal Eligibility \$0.30
 - Full Meal Eligibility \$1.50
- Lunch will be provided at 11:00 a.m. We will be serving our lunch "Family Style." This means preschoolers will be able to set the table, use child-sized serving utensils to serve themselves food, pass the dish to the classmates sitting next to them, and pour their own beverage from a child-sized pitcher.
- Meal prices are set by the Malcolm School Board during the summer, so prices are subject to change.

Information about the Free or Reduced Lunch and Breakfast Program can be found on the school's website. Click on the menu option and information, instructions, and application form can be downloaded. <http://www.malcolmschools.org/>

Snack

Snack and milk will be provided to all preschool children and is included in the monthly fee.

Holidays/Celebrations and Treats

- Classrooms may have seasonal parties.
 - If you do not want your child to participate in seasonal parties or activities because of religious or personal beliefs, let your child's teacher know; children will be given alternate activities or you may keep your child home that day (it would be considered an excused absence).
 - You may send birthday treats to celebrate your child's birthday.
 - Depending on student allergies or health needs, we may have specific guidelines when treats and snacks are brought from home. We will let preschool families know the requirements for snacks in August. The health aide will check all food items.
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Clothing

- Children should wear **comfortable play clothes** with simple fastenings and comfortable, soft-soled shoes.
 - Children will **play outside everyday** unless there is inclement weather or if the wind chill is 15 degrees or lower. Please send appropriate clothing for the weather.
 - Children should keep a **complete set of clothing** at school in case of accidents.
 - Label all clothing items with child's name.
 - Check your child's school backpack regularly for possible soiled clothing.
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Bathroom Issues

Your child must be toilet trained when they begin class. Pull-up pants are not appropriate. The only exception is if a child is receiving district services for a special need and that condition interferes with the toilet learning process.

We know accidents happen. Your child will not be made to feel bad if he/she has an accident. A staff member will help your child change clothes. With this in mind, we ask that you include an extra pair of underwear, pants/shorts, and a shirt in your child's backpack at all times. Your child may also need to change clothing if a beverage is spilled during mealtime. Wet clothing will be sent home in your child's backpack.

Emergency Drills

Regular emergency fire, tornado, and lockdown drills are conducted throughout the year. All students, staff, and visitors are expected to take part in the drills.

Field Trips

We will try and take the preschool students on field trips during the school year. The purpose of these field trips is to broaden the students' educational experiences. Most field trips will be local (fire department, park, etc.). Occasionally students may be asked to bring money or pay admission to an attraction. Parents will be invited to help with supervision on these trips as needed. It is the policy of Malcolm Public Schools Preschool that no younger or older siblings accompany the parent on the field trip. Your help with the preschool students is needed.

Outdoor Learning and Play

With our wonderful outdoor playground, your child will get dirty. You may want to keep that in mind when dressing for preschool. Appropriate clothing for hot and cold weather is very important. We will be outside each day unless active precipitation or the temperature or wind chill is below 15 degrees. We may encourage you to send sunscreen with your child during warmer months. Students will also be encouraged to drink plenty of water.

Personal Possessions

Please do not allow your child to bring personal items (toys, candy, etc.) to school unless requested by the classroom staff. No play guns or weapons are allowed at preschool.

Support Services

- The school psychologist provides assessment, consultation, and counseling services to meet the academic and behavioral needs of students.
 - Parents will be contacted any time school psychological services are offered to a student in an individual or small group setting.
 - Additionally, the school psychologist is part of the student support staff that assists teachers in planning classroom instruction and monitoring its effectiveness.
 - This includes but is not limited to consultation with teachers and parents, classroom observations, student progress monitoring, and collaboration with administrators regarding curriculum and instruction.
 - These are services provided for the benefit of all students and offered as part of general education services.
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Pictures and Videos

Pictures and videos of our students, activities, and classroom will be taken and used for various learning opportunities. These same pictures are positive additions to articles posted on the district website, in the classroom newsletter, or submitted to the local paper. There is a permission box allowing your child's picture to be taken and to be used on the last page of the handbook.



Malcolm Public Schools Preschool Handbook Parent Form

Please sign below and return to the Malcolm Elementary Office.

YES	NO	
		I have reviewed and agree to follow the rules and regulations as defined in the Malcolm Public Schools Preschool Family Handbook.
		I give permission for my child to be photographed or videotaped at preschool for use in the classroom, for publication in the media, or for other professional use to promote Malcolm Public Schools.
		I give permission for my child to accompany his/her preschool class on field trips, walking or school van.
		I allow my child to use the Internet with supervision of staff members.

(Parent/Guardian Name Printed)

(Student Name)

(Parent/Guardian Signature)

(Date)