

# Friend Public School



## Preschool Handbook

**2023-2024**

Friend Elementary School

501 S. Main Street

Friend, NE 68359

Derek Anderson, Superintendent

Elizabeth Stutzman, PreK-12<sup>th</sup> Principal

Amy Hottovy, School Counselor

Abby Brandt, Early Childhood Education Teacher/Kindergarten

Allison Meints, Early Childhood Education Teacher/Preschool

## **Welcome!**

The early childhood staff welcomes you to Friend Public School. The purpose of this booklet is to give you information about our program. We welcome your questions and comments.

### **Board of Education**

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### **Early Childhood Staff**

Derek Anderson, Superintendent

Elizabeth Stutzman, PreK-12<sup>th</sup> Principal

Amy Hottovy, School Counselor

Abby Brandt, Early Childhood Education Teacher/Kindergarten

Allison Meints, Early Childhood Education Teacher/Preschool

Carly Carter, Speech/Language Pathologist

### **Important Phone Numbers and Email Addresses**

**Derek Anderson**, Superintendent: 402-947-2781 or [derek.anderson@friendschool.org](mailto:derek.anderson@friendschool.org)

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## Mission and Goals

### Friend Public School

#### Philosophy of Education

The primary responsibility of the Friend Public School is to provide educational opportunities and experiences that meet the intellectual, social, physical, vocational, technological, cultural and aesthetic needs necessary for the development of the individual as a worthy member of society. The **educational** process shall be based upon the needs of the local and global community utilizing democratic principles. These principles of democracy shall be perpetuated by stimulating an appreciation of one's social responsibilities and by developing the interests and abilities enabling the student to assume the obligation to him/herself and society as well as respect for law, order and the rights of others.

#### Mission:

Committed to engaging all students, staff, and community to ensure a diverse education through a culture of life-long learning.

#### Belief Statements:

We believe each individual has value and dignity and is capable of life-long learning.

We believe in sustaining a progressive learning environment that is physically and emotionally safe for learning.

We believe education is a collaborative community responsibility.

We believe every student needs to be invested in all areas of their educational experience.

## TUITION

It is the goal of the Friend Public School Preschool to provide quality, affordable early childhood experiences for all children. Therefore, **The Friend Board of Education will, at its discretion, waive all tuition fees for preschool attendance**, for the 2023-2024 school year.

## Preschool Schedule

Arrival to school – hang up coats/backpacks, wash hands, and sign-in

Circle/Music/Calendar Time – a time to sing songs, work on the calendar, and share show-and-tell

Centers – students choose from a variety of play activities, learning through play and interacting with teachers and classmates

Story Time – interaction with a book to relate to the monthly unit

Small Group Time – children engage in more teacher-directed activities that relate to the monthly unit or pre-academic skills

Outside/Gym Time – physical activity at the end of a busy session helps to release energy as well as develop motor skills

Dismissal – go to the bus or meet parents to go home

### **Before and After School Supervision**

The Friend early childhood staff will not provide before or after school supervision. If you are providing transportation for your child, please arrive no earlier than 5 minutes before class. Please contact the school office if you will be arriving late to pick up your child, so that staff can reassure your child you are on your way. If you arrive after 8:00 (AM class) and 12:15 (PM class) you will need to take your child to the main office and check in before entering the classroom.

### **School Calendar**

The Friend early childhood program will follow the Elementary School calendar. If there is no school at the elementary school, there will be no preschool. If there is an early out scheduled on the calendar at 12:30, the morning preschool will stay until 11:15. If there is a 12:30 early out, there will be no preschool in the afternoon. If there is an early out scheduled on the calendar for 2:00, the afternoon preschool will be dismissed at 2:00.

Preschool will have class on Monday, Tuesday, Wednesday, and Thursday. There is NO preschool on Fridays.

### **Snow Days**

In the event of inclement weather, school cancellations will be broadcast on local television channels as well as on local radio stations. A message will also be received through our Blackboard Connect System. Specific information regarding school closing information will be posted on the school webpage (<http://www.friendbulldogs.org/>). The early morning news hour is the best time to listen to school closings.

### **Tornado, Fire, and Intruder Drills**

Tornado, fire, and intruder drills will be held periodically throughout the year to ensure proper procedures in case of emergencies. Each classroom will have exit routes posted. To prevent anxiety among the children about each drill, the early childhood staff talks about these drills ahead of time. We discuss why we have the drills and what sounds they might hear. Please talk to your children about tornado and fire safety at home and practice your own emergency plan, too.

### **Library**

Preschooler children (in the 4 year old class) will be allowed to check out one book when they attend the library. As with the older students the students must bring the book they currently have checked out back before being able to check out another one.

## **Meals**

Preschool receives snack daily

## **Visiting the building**

Due to possible distraction, supervision concerns and liability, students are not allowed to have a visitor follow them through their class schedule. Any deviations from this practice must be granted by the principal prior to the visit. For the safety of students and staff, all visitors (parent, patrons, etc.) must sign in at the main office.

Parents of students are encouraged to visit school for classroom parties or other special school events where guests are encouraged to attend. Visitors are required to report to the office upon arrival. Parents picking up students early should go to the office. The secretary will notify the preschool staff that you are waiting.

## **Friend School Parking**

The safety of the children is our primary concern and we request parents use extreme caution. Morning Preschool students may be dropped off and picked up on the West side of school, by the playground gate. Afternoon Preschool students will be picked up in the Kindergarten ramp area (east side of the school) or by the South Door. If you are planning on staying at school for an extended period of time, please park in a stall in the front of the school or in the East parking lot. If you arrive early, your child should go to the playground (weather permitting) or the West gym corridor (inclement weather). Both arrival locations are supervised by the Friend staff.

## **Attendance**

Preschool attendance is not mandatory. With that said, children should come regularly in order to gain the most from their preschool experience. The more the children are able to practice pre-Kindergarten skills, the better prepared they are for Kindergarten.

Please contact the school by phone if your child will be absent from school. Efforts will be made to contact parents if a student is absent and no contact has been made with the school. This practice will help ensure the safety of students in the preschool. Parent's cooperation is appreciated.

## **Student Valuables**

Please limit the number of items brought from home to school. There is always a risk of the item being broken or misplaced. The preschool student must keep the items they have brought from home in their backpacks. The school is not responsible for these items if they get lost or broken.

## **Playing Outside**

The preschool students will try to go outside daily, weather permitting. Please dress your children appropriately for the season. Also, remember to have your child wear appropriate shoes to preschool. Flip flops, dress shoes and cowboy boots are not appropriate to run on the playground or in the gym. Flip flops with straps around the heel are best if your child needs to wear flip flops.

## **Support Services for Children**

Special Education services are available to students who qualify for services. If you have a concern about your child's development (cognitive, fine or gross motor, speech, social-emotional development, hearing or vision concerns) please visit with Mrs. Meints, Mrs. Stutzman, or Mr. Anderson. The services are free to you as a family and we are willing to help however we can. Please see our school website for information on Child Find [www.friendbulldogs.org](http://www.friendbulldogs.org)

## **Health**

### **Bringing Medicine to School**

Friend Public School recognizes that at the present time, many children are only able to attend school because of the effective use of medications in the treatment of chronic disabilities or chronic and acute illnesses. Any student who is required to take medication during the regular school day must comply with the following school regulations.

1. Written authorization signed by the parent will be required for prescription medicine and will include:
  - a. Child's name
  - b. name of medication
  - c. time to be administered
  - d. dosage
  - e. duration
2. Prescription medications **must** be in the prescription bottle from the pharmacy otherwise they will **not** be administered at school, unless arrangements have been made with the school nurse.
3. Parents should check with the physician on the timing of medications. It may be possible to eliminate the need to give medications during school hours.
4. Over-the-counter medications brought from home will only be dispensed if in original container and a written authorization has been signed by the parent containing the same information as under #1 of this policy.
5. The parents of the child must assume responsibility for informing the school of any changes in the child's health or change in medication.
6. The school district retains the discretion to reject requests of administration of medicine.
7. Medication will only be dispensed by the school nurse or those appointed to do so by the school principal.

### **Exclusions for Health Reasons**

Please do not send your child to school if they have a fever or have vomited the evening before or the morning of a school day. Students who become ill while at school will be sent home when:

- \*they have a temperature of 100 degrees or above
- \*they vomit
- \*diarrhea (3 times during attendance)

Children should be fever free for 24 hours before returning to school. Students with contagious disease may be excluded from school.

- ❖ Whooping cough – only when cough has completed its duration or with a doctor’s permit
- ❖ Chicken Pox – when all scabs have dried up or disappeared, or with a doctor’s permit
- ❖ Pink eye – until recovery
- ❖ **Measles – two weeks from first appearance, or with doctor’s permit**
- ❖ Impetigo – only with doctor’s permit
- ❖ Mumps – until all swelling in front of ear has disappeared or with a doctor’s permit
- ❖ Scabies/head lice – written permission from doctor and/or parent. Specify treatment
- ❖ Scarlet fever – doctor’s permit

### **Student Injuries**

In the event of an accident, it is essential that a current listing of emergency numbers be provided to the school. If parents/guardians cannot be contacted, a person listed on the emergency contact information will be called. This contact person should have a local telephone number and be willing to pick up the injured child or locate you.

### **Birth Certificates and Immunization Records**

It is required for preschool students to have a copy of their birth certificate and current immunizations on record.

Please contact the school nurse with any questions. 402-947-2781

### **Additional Items**

Every child’s backpack should have an extra set of seasonally appropriate clothing. This includes: socks, underwear, shorts or pants, shirts (short or long-sleeved).

Dress Code: Tank tops worn to school should have a 2 inch width shoulder. Spaghetti strap tank tops or dresses are not appropriate for school.

Girls’ Jewelry: Dangly type or hoop type earrings are not safe for a Preschool student to wear. Earrings could get caught while playing in the classroom or outside at recess.

### **Friend Preschool Curriculum**

The information provided below will describe the preschool program for Friend Public School. The hope is that by sharing this information with you, you as parents and caregivers, will be better able to help your child use and make the most of what they learn in preschool.

### **Curriculum**

Teaching Strategies GOLD is an authentic, observational assessment system for children from birth through kindergarten. It is designed to help us to get to know the children well – what they

know and can do, and their strengths, needs, and interests. There is very little direct testing required in order to obtain this information.

All students in the preschool program will be followed throughout the school year using the GOLD system. The information we gather will be shared with you in the fall and spring during visits. This tool measures the knowledge, skills, and behaviors that are most predictive of school success. Teaching Strategies GOLD has thirty-six objectives, which are organized into nine areas of development and learning.

These areas of child development and learning include: Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, Social Studies, and The Arts. All students in the preschool program will be followed throughout the year using the GOLD system. Some of the information being gathered will be shared with you in the fall and spring during visits. The students will also receive Haggerty lessons, which are focused on phonics, sounding out words, and early reading skills.

### **Peek at the Week**

At the end of each week, for each Preschool class, a copy of the Friend Preschool newsletter will be placed in your child's preschool folder or envelope. This sheet will highlight what will be addressed during the week pre-academically and socially. At times there will be ideas included for home related to our theme. It will also have a note regarding upcoming events and sometimes make a request for needed items from home or ask for parent assistance with an activity.

Read through the weekly note over the weekends with your child. You may do your own preparation for the upcoming week's theme by looking through books, talking about an experience you have had or finding information about this topic on the internet.

### **Show-and-Tell**

Students are assigned show-and-tell which is held on a specific day of the week chosen by the teacher (for the year). Talk with your child about the show-and-tell item so that he/she feels more comfortable telling the class about it. **We ask that children do not bring toy weapons to school since it is against school policy.** There may be times when we invite all the children to bring certain items from home to relate to the monthly unit. Look for this information on the monthly calendar or in a separate note sent home.

### **Backpacks/book bags**

Your child needs to bring a book bag or backpack each day to preschool. The children usually have at least one paper each day to bring home, as well as teacher notes, calendars, book order forms and their own artwork and projects.

### **Birthdays**



When your child has a birthday, you may bring/send treats for your child's class. The children who have birthdays in the summer will be celebrated in May.

### **Discipline Policy**

**Timeout #1**= The student will put a *yellow card* by their name on the timeout chart to remind them to slow down and think about their actions. The student received a timeout because they broke a classroom expectation set by the classroom teacher.

**Timeout #2**= The student will put a *red card* by their name on the timeout chart to remind them to stop and think about their actions. A second timeout means the student has broken two classroom expectations set by the classroom teacher. A note will also be sent home to the parent/guardian detailing the expectations broken. The parent/guardian will sign and return the note the next school day with the student.

**Timeout #3**=The student will put a *black card* by their name on the timeout chart, and they will spend time in the Principal's office. Parents/guardians will be contacted.

Enjoy the school year!