

# 2021-2022 Bruning-Davenport USD Preschool Handbook

## **Bruning-Davenport USD Mission Statement:**

*“Building outstanding leaders for tomorrow’s society”*

## **Policies and Procedures**

*The Bruning-Davenport Preschool will follow all policies and procedures as outlined in the Bruning-Davenport Handbook. The following policies and procedures are not inclusive. Be sure to refer to the Bruning-Davenport Handbook.*

## **Admissions Procedures and Requirements**

- **In-district children who will be 3 years old before or on July 31st of upcoming school year are able to attend from 8:10-11:40**
- **In-district children who will be 4 years old before or on July 31st of upcoming school year are able to attend from 8:10-3:30**
- **Child must be potty trained or have a medical reason or IEP for not being potty trained to attend**

Children will be accepted into the Bruning-Davenport Preschool program following the following progression:

1. In-district children with Individualized Education Programs (IEPs)
2. In-district children turning 4 before or on July 31st of the upcoming school year
3. In-district children turning 3 before or on July 31st of the upcoming school year
4. Age-eligible children of Bruning-Davenport USD staff members
5. Age-eligible children who have siblings that have opted into the school district
6. There will be a waitlist for out of district, age-eligible children. Acceptance to the Bruning-Davenport USD preschool program will be pending upon administrative approval.

*Enrollment of Out of District Preschool Students will be determined on a case by case basis. Consideration will be given but not limited to class sizes and the needs of the student. The final decision will rest solely on the Administration and Preschool Staff.*

## **Initial Entry into the Program**

*Parents must provide the following documents and forms before their child may attend the preschool program:*

- *Proof of immunizations*
- *Birth Certificate*
- *Physical Form signed by doctor*

*Birth Certificate Requirements: State law requires that a certified copy of a student’s birth certificate or official verification of age be presented when enrolling a new student in our school. If your child is registering with Bruning-Davenport USD for the first time and you do not have a certified birth certificate, you may obtain one 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 small fee per certificate.*

*If a birth certificate is unavailable, other official 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 a translation of a birth certificate from another country. The documents must be accompanied by an affidavit signed by the parent and a Notary Public documenting the inability to produce a copy of the birth certificate.*

*A visit to the preschool for parents and their child is arranged prior to the first day of attendance.*

All children will be required to have a physical before entering the program and shall provide a medical report from a physician. The cost of the physical is the responsibility of the parents. (A child may attend school if the parent signs a written waiver.) Parents are required to provide an up-to-date immunization record to the school.

*Parents may contact their healthcare provider about a physical and to update their child's immunization.*

*Other forms that need to be completed:*

- *Permission Request forms for pictures, field trips, newspaper articles, etc.*
- *Lunch Forms including a Child Food Application-if applicable*

### **School Day**

Caterpillar Session – 8:10 a.m. – 11:40 a.m. – Monday, Tuesday, Thursday, Friday

Butterfly Session – 8:10 – 3:30 p.m. – Monday, Tuesday, Thursday, 8:10 – 2:20 p.m. – Friday

The Preschool will follow the Bruning-Davenport USD Calendar. See school handbook for complete yearly calendar.

### **Absences**

If your child is unable to attend preschool, please contact the elementary school at 402-353-4685 by 8:15 a.m. The preschool will follow the elementary procedure of calling families if we haven't received prior contact concerning an absence.

### **Transportation**

In-District children needing bussing services will receive a letter in late July containing instructions to set up transportation with the school.

Caterpillar after school transportation: Children will be transported to daycares in Bruning. Children living in the Davenport area will be transported to the Davenport school. Children not in these situations will need to be picked up at the school in Bruning at 11:40.

### **Arrival and Departure**

Both doors located on the south side of the building will be open during school arrival time. If the doors are locked, you will need to check your child in at the office. Children not riding the bus to school should not be to school before 8:05.

Children will be dismissed through the east doors nearest to the preschool classrooms. Caterpillars will be dismissed at 11:40 and Butterflies at 3:30 Mondays, Tuesdays, and Thursdays, and at 11:40 and 2:20 on Fridays. Please make sure you are here to pick your child up at these times.

### **Lunches/Snacks**

A snack and milk will be provided each morning to all children. Parents may provide snacks for special occasions such as birthdays and celebrations, contact the teacher for information about numbers and allergies. \*Afternoon milk is available for purchase.

Lunch will not be served to children in the Caterpillar class. Lunch will be served for children in the Butterfly class. Meals follow USDA requirements for a healthy child's intake. Parents have the option of their child purchasing school lunch or bringing a lunch from home. Fees for the hot lunch program will be determined on a sliding fee scale through the free and reduced lunch forms.

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is Prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY).  
USDA is an equal opportunity provider and employer.*

### **Parent Information**

We believe that a parent is a child's first and primary teacher. Parents are encouraged to participate in their child's education as fully as possible.

Parent-Teacher Conferences will be held once a year to discuss each child's progress and development. Parents may also request a meeting at any time to discuss their child's progress.

Two home visits will be conducted during the school year. The first visit will be at the beginning of the year before school starts, the second at the end of the year. During these visits we will discuss your child's development. At each visit we will discuss any concerns or issues you may have about your child or the preschool.

Opportunities for Parental Participation include:

- Providing treats for special occasions such as birthdays.
- Sharing special family traditions through props, special food, etc.
- Assisting with class parties, field trips, and classroom activities.
- Receiving notes, newsletters, phone calls.
- Offering to help in any other way.

- Participation in Parent Advisory Group.
- Parent Teacher Organization (PTO)
- Preschool SeeSaw accounts

### **School Supplies**

All Parents are asked to supply:

- A complete change of clothes to be kept in your child's backpack all year
- Gym shoes that your child keeps at school
- A large backpack or book bag labeled with your child's name
- A large container of clorox wipes
- A can of disinfectant spray
- BUTTERFLIES ONLY—blanket for rest time to be kept at school.

Please do not send other items such as toys, books, electronics, etc., the school will not be liable for lost items.

### **Curriculum**

The Preschool uses the GOLD Assessment for assessing each child's growth. GOLD is comprised of 60 items in the six GOLD categories: Social-Emotional, Physical, Language, Cognitive, Literacy and Mathematics. Parents will receive more information about the GOLD Assessment during the first home visit and parent-teacher conference. Other curriculums used include Get Set for School for handwriting, math, literacy, and language lessons and Second Steps Child Protection lessons to promote social, emotional, and safety skills.

### **Behavior Management:**

We have implemented Positive Behavior Supports (PBS or Pyramid Practice). PBS focuses on building positive relationships developed between the child and the child's parents, teachers, and peers. These relationships provide the context and the mold from which the child's future relationships and interactions will emerge, and they serve as the basis for the early guidance and instruction that adults offer for the child. The stronger the positive relationship an adult has with a child, the more effective the adult will be in helping the child acquire social competencies.

Another focus of PBS is adult-child interactions, guidance and modeling with respect to empathy for others, assistance with problem solving, and the provision of comprehensible, predictable, and stimulating environments. These practices in the classroom will help promote healthy social-emotional development and reduce the incidence of serious challenging behavior for children.

### **Administering Medications**

Whenever possible, your child should be provided medications by you outside of school hours. If it is necessary for your child to take medications including cough drops at school, you must fill out the Parent Authorization of Administration of Medication at School form is available in the office.

Medication must be in the original container that is labeled by the pharmacy or the manufacturer with the same information written on the label as on the consent form. Prescription medicine requires a physician's signature for administration at school. If your child has a chronic medical

condition such as asthma, please talk with the teacher and fill out the asthma/allergy protocol to be reviewed by the school nurse.

#### **IF YOUR CHILD:**

- 1. 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.**
  - a. (ex: last episode of vomiting, diarrhea, fever)**
- 2. 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.**
- 3. 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.**
- 4. 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.**
- 5. Has had strep throat he/she may return to school after being on medication and temperature free for 24 HOURS.**
- 6. Has any condition, such as severe allergies, diabetes, epilepsy, asthma, urinary or bowel problems it should be reported to the school nurse or teacher.**
- 7. Needs to take medication during the school day, please refer to the medication administration procedure.**
- 8. If both parents work and no one is home during the day, please make arrangements for a place to send your child should he/she become ill during school.**

#### **Emergency Procedures**

In the event of an emergency, it is absolutely necessary for the school to be able to contact the parents of a child or someone who knows the child. **It is vital that telephone numbers and addresses be kept up-to-date. Please contact the school if there is a change in phone numbers or addresses.** Emergency contact numbers will be required on enrollment papers.

#### **School Calendar/School Closings**

The preschool follows the Bruning-Davenport USD calendar for vacations and in-services. A decision to close school is made when forecasts by the weather service and local weather conditions indicate it would be unwise for children to go to school. In the event that there is a late start, the Caterpillar Class will not have school that day and the Butterfly Class will be in session. If extreme

weather causes the cancellation of school, that news will be released on the news stations and through our Bright Arrow system. If you would like to receive notifications through the Bright Arrow system, please be sure to provide the office with your number.

### **Clothing for School**

It is important to dress your child appropriately for school and for existing weather conditions. ***The children will go outside every day, so please dress them accordingly, providing gloves, hats, boots, and coats when necessary.*** Remember that the weather can change quickly. Extra socks and shoes are a good idea for wet and snowy weather.

The children will engage in messy activities such as cooking, painting, playing in the sand and water, so it is important they are dressed in clothing which allows them to participate in these activities. Children will wear their paint shirts when participating in messy activities, but accidents do happen.

The extra set of clothing provided by each family will be used in the event of a blood, toilet, or other accident. Soiled clothes will be bagged and sent home. Please send a clean set of extra clothes as soon as possible if this happens. **\*\*Please label all of your child's belongings.** The school is not liable for lost items.

### **Daily Communication**

The teachers use a combination of daily folders and Seesaw to send notes, reminders, and share pictures with parents. Be sure to check your child's folder daily and sign up for Seesaw so we can communicate important information with you.

### **Complaint Procedures**

Step 1: Have a scheduled conference with the staff person involved in the complaint matter.

Step 2: Appeal to the principal if the matter is not resolved by Step 1.

Step 3: Appeal to the Superintendent if the matter is still unresolved at Step 2.

Step 4: Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.

Persons may address the School Board about general concerns at regularly scheduled meetings either by making use of the "public input" portion at the beginning of the meeting or by asking to be placed on the agenda.

### **Preschool Staff:**

Mr. Haecker – Superintendent

Mr. Kugel – Principal

Mrs. Philippi – Teacher

Mrs. Strong – Teacher

Mrs. Norder – Para Educator

Mrs. Schweer– Para Educator

Mr. Rotter – Physical Education

Ms. Renz – Art

Mr. Baires– Music

Mrs. Boshart– Para Educator

**We have received and read the 2021-2022 Bruning-Davenport Unified School District  
Preschool Handbook and understand the procedures and policies that are described  
in it. We agree that we and our son/daughter will abide them while he/she is a student and  
understand that the school and personnel will follow these guidelines as nearly as possible.  
We understand that along with the preschool handbook, policies and procedures in the  
Bruning-Davenport Unified School District handbook are to be followed as well.**

\_\_\_\_\_  
Mother/Guardian's Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian's Signature \_\_\_\_\_  
Date

Parent of: \_\_\_\_\_  
Child's Name