

Preschool

Parent Handbook

District #486 Swanville



WELCOME

Thank you for registering your child for the Preschool Program in Swanville. Our preschool has earned 4 Stars in the State's Parent Aware Quality Rating System. This is the highest possible rating given for high quality school readiness preschool programs. This rating means that the Preschool Program is committed to using the best practices for getting children ready for kindergarten.

This handbook contains information necessary for you to better understand what happens during the day for your child, the responsibilities for you as a parent or guardian; and the responsibilities of the staff and program of the preschool. Please read it thoroughly, and contact the teachers if you have questions.

CLASSROOM ACTIVITIES

Our classrooms use the Opening the World of Learning (OWL), Conscious Discipline, Zoo Phonics, and Hand Writing Without Tears curriculum throughout the day in our various learning activities. We also align lesson plans to the Minnesota ECIPS.

Breakfast: The School will provide breakfast FREE for all students.

Morning Meeting: We sing our Hello song, discuss the schedule for the day, learn the letter, number, color and shape of the week. We check the job chart and also have the Special Helper assist with the morning meeting and share their letter items.

Table Time/Free Choice: Time for child directed choices where they may choose from a variety of activities in the classroom such as manipulatives, games, puzzles, dramatic play, and sensory activities. They will be able to create, explore, and experiment with the materials. We also do our art projects during this time. A time to explore plants, animals, our earth, sky & weather, matter & motion and other science topics. A time to participate in a variety of non-structured play activities. Language skills and social interaction with other children are emphasized at this time.

Social/Emotional Circle: We use several curriculums to teach social/emotional awareness and teach ways to use the skills in the classroom. They are Zones of regulation, Conscious Discipline and Second Step.

Phy-Ed/Gross Motor: A time to work on the large muscles using activities such as rolling, running, jumping, hopping, catching and throwing as well as learning games and taking turns.

Lunch: The School will provide lunch for all students this school year. **Please fill out the free/reduced lunch forms to help with this funding.** If you send a cold lunch, please ensure a beverage is included or you may purchase milk from school. You will need to set up a lunch account with the main office.

Recess: After lunch the students go outside to play for 20-30 minutes. Please be sure to send outdoor clothing to match the weather!

Small Groups: We divide the class into 3 groups and rotate around the room. **1)Literacy:** A time to work on sound awareness related to pre-reading skills and future reading success. It will be a time to introduce rhymes, silly sound play and careful listening skills, along with other early literacy skills integrated in the OWL (Opening the World of Learning) curriculum. **2)Mathematics:** A time to work on numeration skills, patterns and functions, geometry, measurement, and calendars through everyday routines. **3)Handwriting/Fine Motor:** We use the Handwriting w/o Tears curriculum to teach the letter of the week. We also work on small muscle activities such as cutting, pasting, coloring, painting, drawing and writing.

Story Circle: A time to work on unit vocabulary, read a book to match the theme of the week, ask questions, review stories, practice pre-academic skills, read poems to find rhyming words, and do fingerplays.

Snack: Your child will be asked to provide a store bought snack for all students in the classroom 3-4 times per school year. Our schools are nut free so please check labels before bringing items to school.

Library Check-out: A time to choose a favorite book to take home and read with families. You are welcome to keep the book as long as you like, but your child will need to return the book before checking out a new one.

CALENDAR

Preschool will follow the Swanville Public school calendar. Preschool classes end a week earlier. Parents will be provided with a classroom calendar for the year and for the month.

CONFERENCES

Preschool will conduct quarterly assessments and have Parent/Teacher conferences in February. Written progress will be sent home in the fall, spring and end of the year. Please watch for information to be sent home. Please feel free to contact teachers and schedule a conference whenever you have questions or concerns.

CUSTODY ISSUES

Staff will not be involved in custody disputes between parents. If parents have custody issues, they must provide the district office with a copy of any relevant court orders.

DRESS

Please dress your child in play clothes appropriate for preschool experiences. We ask that your child's shoes have non-skid soles, appropriate for running in the gym and playing on the playground. Clothes that allow easy movement are best for all the "action" in our classroom. It is recommended that you keep an extra set of clothes at school for those unplanned accidents. During winter, please make sure your child has adequate cold weather apparel (snow pants, mittens, etc). They will have recess outside each day.

DROP OFF / PICK UP AND TRANSPORTATION

Full Day Programs begin at 8:00 AM -3:00PM. The time before and after is for teacher preparation.

The Swanville Full Day classes will provide transportation to and from school by the District.

If during class time there is a change in who will be picking up your child or where they need to go, **please call the school office 320-547-5103 and your child's classroom 320-547-5153 Ms. Sara and 320-547-5139 Ms. Maureen** . You may also text the teacher via Remind, in addition to calling the school office.

ABSENCES

School policy states the parents must contact the school if your child is going to be absent. **Please call the School Office 320-547-5103 to notify staff of any absences.** If we have not heard from you and your child is absent, staff are required to contact the family to ensure the safety of your child. You may also text the teacher via Remind, in addition to calling the school office.

MANDATED REPORTERS

All employees of Swanville Schools and Preschool Pals are required by state law to report any suspicion of abuse, neglect, or maltreatment to the local authorities

HEALTH

In order to keep our classroom as safe and healthy as possible, please follow the guidelines below.

Your child should remain at home if:

- Child has a temperature of 100 degrees or higher.
- During the first 24 hours of your child taking an antibiotic.
- Child is vomiting or has excessive diarrhea.
- Child is noticeably acting like he/she does not feel well.
- Child has a rash other than a mild heat-related.
- Child has very red, mattery eyes.

The staff will notify you if your child becomes ill during the day and needs to be picked up. Please call within 24 hours of the diagnosis of a contagious illness or parasitic infestation. Child must be clear of all symptoms (without the use of medications) for 24 hours before returning to school.

SCHOOL CLOSINGS AND LATE STARTS

When K-12 school is closed, preschool is closed. When K-12 is delayed by 1 or 2 hours, Full Day Preschool will be delayed the same as Elementary hours. We will send a Remind message out. Announcements regarding school closings, late starts and early releases will be made on the following television stations: WCCO Channel 4, KSTP channel 5, and KARE channel 11. Announcements will also be made on local radio stations.

The Preschool Program will make up any days the district designates as a make-up day that falls on a Preschool day, prior to our scheduled last day of school.

TOYS AND OTHER ITEMS FROM HOME

Due to recommendations by CDC, MDE, and MDH we do not encourage children to bring items from home except on their sharing day. Items from home can be distracting and can easily get lost or damaged at school or on the bus. Thank you for your help with this.

VISITING THE CLASSROOMS

Our classroom visitor policy will mirror the district visitor policy, please contact 320-547-5103 if you have questions regarding visiting the classroom. If your child will be arriving to class late, or leaving early you will need to sign in/out at the main office. A teacher or para will escort your child to the classroom.

CONTACT/MEDICAL INFORMATION

You will receive forms for contact and medical information. If your child has any medications needed while at school, please see the school nurse. Please return the completed forms on the first day of Preschool. The forms are necessary so we have the ability to contact you, or someone else that you have identified, in case of emergency or with other concerns. If your contact information changes at any time during the school year, please notify your child's teacher.