

# NRHEG



## Panther Preschool

### Parent Handbook

A Community Education Program for families with Pre-Kindergarten  
Children in ISD 2168, New Richland-Hartland-Ellendale-Geneva

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NRHEG Community Education Office  
(located in the New Richland Building, D105B)  
306 Ash Ave. S  
New Richland, MN 56072  
(507) 417-2667

Ellendale School Office: 684-3181. Address: 600 School St., Ellendale, MN 56026  
New Richland School Office: 465-3205. Address: 306 Ash Ave. S., New Richland, MN 56072

### Staff Directory:

Amy Jensen  
3's Preschool Teacher  
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NR: 417-2635  
Ell: 416-2133

Kaitlin Vetsch  
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Ryan Evans  
ECSE Teacher Director  
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507-417-2667

# i AM IN PRESCHOOL

I am not built to  
sit still,  
keep my hands to myself,  
take turns,  
be patient,  
stand in line,  
OR keep quiet  
all of the time.

I need:  
motion,  
novelty,  
adventure,  
and to

engage the world with my whole body.

## LET ME PLAY.

(Trust me, I'm learning!)

Welcome to the NRHEG  
Panther Preschool!

We look forward to sharing  
our world with you and your  
child to insure a happy and  
exciting experience.

## Class Options

We are a licensed preschool for ages 3-5. Our preschool holds classes in both the Ellendale and New Richland Buildings. The schedule is as follows:

### 3 Year Old

(Children must be 3 on or before 9/1/2019)

<b>Two-day session</b> (\$85.00 per month, 2 days per week)		
<b>Session 1:</b> Monday & Thursday	(8:00-11:00am)	New Richland
<b>Session 2:</b> Tuesday & Friday.	(8:00-11:00am)	Ellendale
<b>Optional 3<sup>rd</sup> Day</b> (\$120.00 per month, 3 days per week)		
Wednesday 8:00-11:00am		Ellendale
Wednesday 12:30-3:30pm		New Richland

### 4/5 Year Old

(Children must be 4 on or before 9/1/2019)

<b>Two-day session</b> (\$85.00 per month, 2 days per week)		
<b>Session 3:</b> Tuesday & Friday	(8:00-11:00am)	New Richland
<b>Session 4:</b> Tuesday & Friday	(12:30-3:30pm)	New Richland
<b>Session 5:</b> Monday & Thursday	(8:00-11:00am)	Ellendale
<b>Session 6:</b> Monday & Thursday	(12:30-3:30pm)	Ellendale
<b>Optional 3<sup>rd</sup> Day</b> (\$120.00 per month, 3 days per week)		
Wednesday (8:00-11:00am)		New Richland
Wednesday (12:30-3:30pm)		Ellendale
<b>Optional 4<sup>th</sup> Day</b> (\$150.00 per month, 4 days per week)		
Monday (12:30-3:30pm)		New Richland
Tuesday (12:30-3:30pm)		Ellendale



## Family Engagement

### Participation Opportunities

1. Early Childhood Screening – make sure this is done within 90 days of enrollment. It is mandated before Kindergarten enrollment, but should be done as close to 3 1/2 years old as possible. If you receive an Early Learning Scholarship it must be done within 60 days of enrollment. or your scholarship will be revoked.
2. Parent-teacher conferences – Attend two each year. Fall & Spring.
3. Volunteer in the classroom. Register in advance for this with the classroom teacher. You will be notified of confirmation to do it, and please sign in at the School office when you arrive. You can read to the class, share a hobby, and more! All classroom volunteers need a background check before they can be in the classroom.
4. School Readiness – Participate in parent/child home activities such as reading logs, activity calendars, etc.
5. Free Parent/Child Special Events – They are planned with you in mind. We encourage you to attend them all. Notification of these events will be sent home with your child. Examples: FREE Parent/Child Partnership nights, snowball dance, early childhood fair and more!
6. Snack and Supplies – as teacher requests.
7. Parent Advisory Council – We need you! We have 4 meetings per year and you can help as much or little as you want to plan events, fundraising, and give program input.

### ACTIVITIES AT SCHOOL:

#### **Art Activities:**

School is a place to have fun and get messy! Art activities encourage children to use their imagination as well as to problem solve. Your child will be exposed to a variety of art materials such as paints, glue, play-dough, shaving cream, rice, and much more! We encourage children to wear play clothes to school.

#### **Music and Movement:**

Children learn in many ways. Preschoolers love to use their bodies and voices. Each class session will include a variety of song, rhyme, and movement activities that will introduce concepts of math, science,

and language for the children. We encourage children to wear tennis shoes in order to participate in all activities. We will also visit the motor room, SMART room, and/or get outside daily.

### **Literacy:**

Books will be an integral part of your child's day at school. Many stories will be read, discussed, and included in daily learning activities. We also participate in Minnesota Reading Corp to help preschoolers meet literacy benchmarks for Kindergarten in picture naming, letter naming, rhyming, alliteration, and letter sounds.

### **Library Journals**

Students will get to take home a book each day to read with a parent/guardian. After you have read the book with your child, have your child draw or write in their journal book that will be provided. When your child brings the book back to school, they get to choose another book to bring home and read. These will start being sent home the end of September.

### **Pre-Math and Science Experiences:**

Children will learn about shapes, colors, and patterning. They will perform many "experiments" to discover interesting facts about the world around them.

### **Letter Concepts:**

Each week children will be introduced to a new letter. They will learn not only what each letter looks like, but also how it sounds and even feels. This exposure to the alphabet is up to plant the seed in the minds of the children that letters have meaning, that they make up words, and that words make up stories and so on.

### **Number Concepts**

Children will learn the basics of counting through a variety of math activities including games, songs, and table-top activities with manipulatives.

### **Take Home Activities:**

Parents can expand upon concepts introduced at school with take-home activities. These will provide parents another excellent opportunity to be involved in their child's learning.

### **Child Assessment Procedures:**

Our program uses the Teaching Strategies Gold and IGDIs. These assessment tools help us to identify and track skills of preschool students in the areas of personal and social development, physical development, and language and literacy emergence. A portfolio for each child is assembled and used to share with parents at bi-annual Parent/Teacher conferences.

## **WHILE YOUR CHILD IS IN SCHOOL....**

### **General Education Methods**

We are concerned about the child's emotional, social, physical, and intellectual growth. Children will learn how to deal with others and new situations. They will be offered many new experiences in which to learn and grow. We will provide multi-cultural and ethnic experiences that develop each child's family and community. We also have centers for learning. We encourage children to learn and develop at each one's individual rate while keeping in mind developmental milestones.

Some specific activities that we will offer are field trips, centers, numbers, colors, letters, weather, science, show and tell, projects, stories, music, outside play, and so much more!

## **Preconference**

At some time before your child starts preschool (usually open house), the teacher will have a preconference with you and your child. This is our opportunity to get acquainted. It is also a time for us to answer any questions you may have.

## **Conferences**

We will have two conferences per year. These will help us to share how your child has progressed physically, emotionally, intellectually, and socially.

If you would like to talk with the teacher, please let us know. Our doors are always open. If there are any concerns, we hope that these will be freely brought to us. Likewise, if there are any problems, we will contact you as soon as it arises.

## **Flexible Learning Days:**

The first three days that school is cancelled (due to weather, etc.) will be considered flexible learning days. Parents will receive a packet to work on with their child for these days school is cancelled. We will have a bingo card that your child has to do five of and then send back to school within the next couple of days.

## **Labeling Belongings**

All personal belongings (coats, boots, hats, backpack, folders, etc.) that are brought to school should be labeled with the child's name.

## **Toileting**

All children are required to be toilet trained, however accidents do happen! This is why we ask that you bring an extra change of clothes for your child. During preschool if your child has a bathroom accident we will assist as much as possible to help your child get cleaned up and changed. Please make sure another set of clothes is dropped off with your child at preschool the following day.

For ease of toileting, please dress your child in clothing that your child can remove in order to attend to his/her own needs (e.g. Snaps, suspenders, jumpsuits, and belts may be difficult for your child)

## **Outdoors**

We will be going outside whenever the weather allows. Please dress children in proper clothing for the day.

## **Field Trips**

We will be going on some field trips. We will send permission slips home that need to be signed for your child to attend. We will be asking for parent volunteers for field trips.

## **Snack Time**

We will be having a snack each day. A snack list will be sent home with each child stating which months your child needs to bring a snack to share. Homemade treats may not be brought due to State Health Department directives. Snacks must be purchased and brought to the room in an unopened commercial package. Your child may bring a treat to share on his/her birthday or half-birthday if you would like to. Healthy snacks/treats are highly encouraged.

Please do not send candy, gum, or soda with your child or any food item not meant to be shared with the class.

Parents should be sure to notify the office and staff of any allergies.

## **Show and Tell**

Each day, we will send a sharing bag home with two children. Those children can bring an item (please limit to 3 items) to share or show their friends at school. We do ask that only those two children bring show and tell items on those days. We will rotate the bags so that everyone will get opportunities to share. Please refrain from children bringing weapons or "weapon-like" toys for sharing, NRHEG does have a no weapon policy.

## **Backpack**

Each child needs to have a backpack, book bag, or other bag for bringing home papers and projects.

## **Medication**

If your child needs medication during school hours, please notify the office, and she will provide you with our school policy regarding medications and the administration of them. All attempts should be made to give meds before or after class times.

## **Communication**

It is very important that you check your child's bag every day.

Parent newsletters are sent home in your child's backpack at the beginning of each month. Newsletters contain important information about upcoming special events, non-school days and fun information about your child's learning at school and home. Please read it thoroughly.

## **Pets**

The NRHEG schools have a policy that states that pets will not be allowed in the building at any time. Photos of pets are encouraged!

## **Drop off/Pick up**

Please enter the school through the main entrance. Each child must be accompanied into their classroom by their parent or responsible person. Each child is assigned a locker or cubby. The child will be brought to the proper door to wait for their parent or authorized person to come to the door to get them. If there is a change in our pickup plan, we need a written note stating the change for that day.

Please pick up children promptly.

## **Late Pick-Up Procedures**

If a parent/guardian/adult is late picking up their child, the teacher will keep your child in their classroom until they are picked up. A phone call will be placed within 5-10 minutes after preschool is dismissed. Please plan accordingly so your children are always picked up on time. A fee may be applied to families that pick up late 3 or more times per school year.

## **Health and Safety**

- Current immunization records are required for all children. MN Department of Health rules do not allow children to begin school without it on file.
- A child must be fever free for 24 hours to return to school
- Children taking antibiotics must be on the medication for at least 24 hours before returning to school.
- Children who have vomited during the night should not attend school the next day.

- If you discover head lice in your child, please notify the school. Your child can return to school as soon as their heads have been treated with a lice killing remedy and they no longer have live lice in their hair. Children will be allowed to return to school after being cleared by the school nurse. Please know that this is confidential information and we will not disclose your child's name or non-school personnel.
- You must report to your child's teacher within 24 hours, exclusive of weekends and holidays, if your child is diagnosed as having a contagious, reportable disease, head lice, scabies, impetigo, ringworm, pinkeye, or chicken pox.
- If a child becomes sick during the school day, we will call the parent to come pick up the child. The child will be separated from others and must be picked up as soon as possible. If the parent cannot be reached, we will call the persons (in the order listed) on the Child Information Form. Please keep office informed of any phone number changes.
- In case of an emergency or injury at school which requires professional medical attention, parents will be notified immediately. If a child cannot be reached we will call the persons in the order listed on the Child Information Form. If necessary, we will immediately dial 9-1-1 and proceed with medical/dental help. Every effort will be made to contact the parents as soon as possible.
  - Some guidelines for keeping children at home:
    - Oral temperature above 100 degrees
    - Intestinal disturbances
    - Any undiagnosed rash
    - Discharge from eyes or ears
    - Profuse nasal drainage

## **Mandated Reporters**

All NRHEG Panther Preschool staff members are mandated reporters. If any staff member suspects that a child is being abused and/or neglected, we are required by law to report such cases to the authorities.

## **TRANSPORTATION**

You are responsible for your child's transportation. We will only release your information to families in your child's session if you indicated on the registration form for carpooling help. This list will be emailed to you along with your child's preschool class session the end of July.

## **FORMS THAT MUST BE ON FILE IN THE OFFICE**

1. Immunization Records and Health Care Summary
2. General Enrollment/Consent and Contact Form

*All forms must be on file in order to begin classes.*

## **ATTENDANCE PROCEDURES**

1. Try to attend each class. Children are a special part of the group and will be missed if they are absent. If parents know they will not be attending class, you should call your child's teacher at least 30 minutes prior to class beginning.
2. Please communicate with your child's teacher prior to an extended absence. After 2 weeks of absence, without explanation, your child's spot may be filled by a child on our waiting list.
3. Children should try to arrive on time. The teachers allow themselves 15-30 minutes to set up before classes begin. Please wait in the hall quietly.
4. If a parent is late picking up their child, the teacher will take the child to the Community Education Office or keep the child in the classroom to wait for a parent or guardian. After 10 minutes you will be contacted.

5. **School Closing Announcements** – During inclement weather listed to local radio and TV stations for school closings. There will be no classes if NRHEG Public Schools are closed. If NRHEG is running two hours late there will be no morning preschool classes. If NRHEG has an early dismissal, we will dismiss/cancel class the same time as the rest of the school building, but families are welcome to pick up their child ASAP. You do have the option to take part in our instant alert system at school. You will need to supply us with contact information for that.

## **TUITION PAYMENTS.**

You will not receive an invoice/bill. You are responsible for monthly payments. Payments may be made in cash or check. All checks should be made payable to NRHEG Community Education – Panther Preschool. Payments are required by the 1<sup>st</sup> of each month. A late fee of \$10.00 will be charged for any late payment. You can call the Community Education office during business hours to check on your balance.

- 2 days/week = \$85.00 per month
- 3 days/week = \$120.00 per month
- 4 days/week = \$150.00 per month
  - *There is also a slightly reduced fee for paying the entire year before Sept. 1<sup>st</sup>.*

Please pay this fee in advance every month to the office. You will be given a payment coupon booklet to help with keeping track of payments.

Payments can be mailed directly to NRHEG Community Education, 306 Ash Ave. S, New Richland, MN 56072. They may also be dropped off at the Ellendale school office or the New Richland Secondary School Office.

Pathway II Scholarships are available to families who qualify and have children who are 3 or 4 in Panther Preschool classes. Please request paperwork in the Community Education office. Scholarships are given out on a first come/first serve basis.

**SCHOOL AGE CARE (wrap-around program):** Community Education now offers a Preschool Wrap Around School Age Care Program in Ellendale and New Richland for children enrolled in the 4/5 year old Panther Preschool. Hours for care are 6:30am to 6:00pm, Monday-Friday. This is a daycare program for families if you are in need of care. Informational flyers and registration forms can be found in the school offices, the Community Education Office, or upon request in your child's preschool classroom.