



PRESCHOOL LEARNING ACADEMY YORK
2018-2019
PARENT HANDBOOK

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Program Descriptions

Welcome to P.L.A.Y (Preschool Learning Academy of York)! P.L.A.Y is a center-based preschool program funded by York Public Schools and BVCA (Blue Valley Community Action). There are two sections for each class, morning and afternoon. The morning session is from 8:30-12:00 and the afternoon session is from 12:30-4:00. Applications are required for enrollment and can be completed by making an appointment at P.L.A.Y or online at yorkpublic.org under the P.L.A.Y tab on the left hand side. The morning session includes a snack and free lunch and the afternoon session includes a free lunch and snack.

Preschool Philosophy

“We recognize the family as a child’s first teacher, and that tremendous learning opportunities present themselves to children at home and outside of the classroom. With the end in mind, we value and enhance the development of each child as a whole. When we actively engage children, families and communities...ALL benefit! We use positive approaches to learning, where children are champions, families are fulfilled, and communities come together.” (BVCA Head Start Handbook)

Rules and Regulations

- **Pick Up and Drop Off**

Drop off - The morning session drop off time will be 8:20-8:30, the afternoon session drop off time will be 12:20 - 12:30. Preschool students will be dropped off at the front of the school. Preschool staff will be outside the main school entrance to greet students and parents during the allotted drop off times. **PARENTS AND STUDENTS WILL BE ASKED TO STAY IN THEIR VEHICLES UNTIL THEY SEE PRESCHOOL STAFF AT THE ENTRANCE. PARENTS NEED TO WALK THEIR STUDENTS TO THE DOOR AND PICK THEM UP AT THE DOOR.** If students arrive after 8:30/12:30 and preschool staff are no longer at the entrance, please bring your child into the office and office staff will notify preschool teachers of their arrival and they will escort them to the classroom. Children's safety is our first concern.

Dismissal- (morning session) - Preschoolers will be dismissed by the staff at the front entrance at 12:00. **PARENTS/FAMILY/FRIENDS, ETC. NEED TO STAY IN THEIR CARS UNTIL STUDENTS AND STAFF HAVE ARRIVED AT ENTRANCE.** Staff will remain at the entrance from 12:00-12:10; if student is not picked up during this time, they will need to be picked up at the office.

Dismissal - (afternoon session)- Preschoolers will be dismissed by the staff at the **front of the building at 4:00.** Again, **PARENTS/FAMILY/FRIENDS, ETC. NEED TO STAY IN THEIR CARS UNTIL STUDENTS AND STAFF HAVE ARRIVED AT ENTRANCE.** Staff will remain at the front of the building until 4:10. After 4:10, preschoolers will need to be picked up in the school office.

If a student is not picked up during the designated time and has been waiting in the office for a reasonable length of time, staff will attempt to contact parent/guardians or emergency contacts. If staff is not able to make contact, school policy will be followed and the police will be contacted.

- **Transportation**

No transportation provided for preschool students. York Public School will only provide transportation to special education students on a case by case status.

- **Releasing Children**

The parent(s) or guardian will complete an Emergency Information form. When someone who is not the parent attempts to pick up the child, staff will ask the person's name and check to see if the name is on the "release list". The employee may ask the person to present some form of identification such as a driver's license. In the event that the person's name is not on the "release list", or if the person cannot or will not present identification on request, the child will not be released. The child will remain with the York Public School employee. **ANYONE NOT LISTED ON THE FORM MAY NOT PICK UP THE CHILD UNLESS THE PARENT HAS GIVEN US A NOTE SAYING THIS IS OKAY.**

It is very important that parents keep the "Emergency Information" form current. If a child is left at the school without notice from a parent or guardian of being late, staff will wait 10 minutes, then begin calling parents or guardians and emergency contacts. If no one is available to pick up the child, after ½ hour of dismissal, local authorities will be notified of possible abandonment.

- **Dress Code**

It is requested that children attend school with proper attire. This would include shoes with backs or tennis shoes. This is for the safety of the children when playing outside. We also request that students bring or wear necessary attire for different climates. If it is cold, please bring a hat, gloves, and a coat for your child. We will go outside unless it is 10 degrees or lower. We want to make sure your children are as comfortable as possible, as well as preventing against illnesses.

- **Cancellation/Inclement Weather Policy**

When inclement weather occurs, parents should listen to the local radio and TV stations for announcements of schools closing. If the public schools are closed, preschool will be closed. Look on the York Public School facebook page.

- **Attendance**

Regular attendance is so important for your child's learning. Our program is required to maintain 100% of its current enrollment at all times. The child must be in attendance according to the performance standards. Please notify staff if your child will be absent each day that your child is gone. If child is absent without contact from the parent/guardian, the staff will contact the parent to determine the reason for the absence. If your child consistently misses class, your teacher will contact Kris Friesen (Principal) and they will determine if an Attendance Plan is necessary. The attendance plan will be written with parent assistance and frequently followed up by your child's teacher. The goal is to have your child attend regularly

- **Behavior Procedures:**

We have in place a crisis behavior plan. If a student displays behaviors that endanger themselves or others, we will notify parent with a phone call. We will follow our guidelines to remove all other students from the area.

- **Social Media:**

PLAY may post center events on Facebook, Twitter, blogs, BVCA and York Public School websites or newspaper (other social media). At this time because of safety concerns and confidentiality, scheduling of appointments or sending a message that your child will miss school should be done in person or by phone.

- **Health Procedures:**

HEALTH RELATED EXCLUSION UNDERSTANDING: In order to insure the safety and health of our children and staff, children or adults who have any of the following conditions will be excluded from the center or a socialization until either the condition subsides, or we receive communication from that individual's medical provider stating that they are no longer contagious. Below is a list of conditions that may result in exclusion:

1. Temperature 101° or higher.
2. A painful, red throat, even if no fever is present.
3. A deep, hacking cough.
4. Difficulty breathing or untreated wheezing (call or see your doctor).
5. An unexplained rash. (Call or see your doctor).
6. Vomiting (within the last 24 hours).

7. Diarrhea (runny, watery or bloody stools).
8. Complaints of a stiff neck and headache with one or more of the above symptoms (call or see your doctor).
9. Thick green drainage from the nose along with sinus pressure, fever or tiredness.
10. Yellow discharge from the eyes.
11. Unusual yellow colorings to the skin or eyes (call or see your doctor).
12. Cuts or openings on the skin that are pus-filled or oozing (bring a note from doctor and keep sores covered).
13. Pediculosis (Head Lice) students infected with lice shall be excluded from school, home visits, or socializations until treated with an anti parasite drug and until all nits (eggs) have been removed. The staff will decide if a child is nit free. The recommended treatment is any type of over the counter lice shampoo such as RID or CLEAR and NIX Crème Rinse. Prior to the child returning, the parent and staff will determine that the child is nit free. Follow the recommended product directions for treatment. When the child comes back they will be checked prior to entering the van or bus or if the parent brings the child into the site, they will be checked before parents leave. If the child has a recurrent episode of lice within two (2) weeks the staff will notify the parents. The parents will then need to repeat the procedure of treating the child. Staff will then need to recheck prior to child returning to the site or riding the bus/van for lice or nits. If the child has had a THIRD episode within weeks of the second infestation a release from a physician will be required before the child comes back to the center, stating that they are nit free and can return. Lice or nits (ask the staff for assistance with this issue).
14. A contagious disease: If you know or suspect your child has a contagious disease, please call your child's teacher (see your doctor to confirm the disease and receive medication/s if needed).
15. Parents who feel their child is too ill to participate in outdoor activities should be advised by staff to keep them home an extra day to insure a complete recovery. If a chronic health condition limits participation in outdoor activities, a note from medical partner must be provided. If staff is unsure about a child's condition or a child is brought into the site that they suspect is ill, they should first discuss the issue with the parent. If the parent and staff are not in agreement about the need for exclusion from the site, the staff should contact the Health Officer for advisement. The child may return to the program when they meet the appropriate criteria. Local health providers may need to be consulted regarding some conditions and re-admittance.

Medication: Usually children in a part day program will not need to receive medication at PLAY, as medication can usually be given at home before and after school or activities. If it is necessary for a child to be given medication at PLAY, a written order is needed from a physician, and written permission is needed from the parent/guardian. The primary care physician and the Health Officer will develop an Individual plan of care to assist staff and parent/guardian with Medication Administration. The medication must be in a labeled container from the pharmacy. (See the Medication Administration Procedure) Accidents – If your child is injured at a socialization the parent or a staff member will administer first aid. If your child is injured at PLAY, a trained staff member will administer first aid. Staff will complete an Injury Report and parents will be notified. However, if the child seems to need medical care, you will be called immediately. EMS will be called in case of a severe life or limb emergency. If your child needs to go to the emergency room, and you are not available to go with the child, a staff member will accompany the child and stay with him/her until you arrive. Chronic Illness or Serious Health Condition – If a child has a severe ongoing health condition, such as severe

asthma or diabetes, plans must be made for dealing with the health condition before the child enters the classroom. The parent, school nurse, and staff will meet to plan exactly how to manage the child's condition while in our program. Appropriate training will be provided by the school nurse using the information from primary health provider.

Immunization Procedure:

1. No student will start classes until an immunization record or waiver has been received. All children will have proof of immunizations or a waiver before entering PLAY. Needed immunizations must be obtained after enrollment to begin catching up on behind immunizations. This will not be in effect regarding the "four year booster series." Technically the child is not over due until after the sixth birthday. This series is however considered a required immunization for the Preschool Program and should be encouraged and recommended as soon as the child is four years old.
2. Preschool staff will assist parents, as needed to obtain their child's immunization record. Parents not having a current immunization record for their child should be advised that records might possibly be obtained from the physician office or public immunization office where their child received immunizations.
3. Parents may sign a notarized waiver or have a letter from their religious affiliate, indicating that Immunizations are contrary to their religious beliefs.
4. If a health provider refuses immunizations because of a child's illness or physical condition, a signed statement by the health provider, must be on file before the child centers the class or continues attendance.
5. Parents will be offered assistance with transportation services as needed to immunization appointments.
6. If a child has had chickenpox the parent needs to sign the bottom section of the immunization form stating that their child has had the disease. A copy of this needs to be sent to the school nurse.

- **Birthday Celebrations:**

Birthdays can be celebrated by bringing in a special treat to share with the class if the parent chooses to do so. All treats need to be pre-packaged, sealed items that do NOT contain any form of peanuts due to potential allergies. We are a peanut safe school. For more information on this, the school nurse can be contacted.

Parent Involvement

Home Visits:

It is required through program guidelines that teachers have an in home visit with each family once a year. These will be set up before school starts and will last approximately 30 minutes.

Parent/Teacher Conferences:

Parent/Teacher conferences will be held twice a year: Fall and Spring. These will take place in your child's classroom with their teacher. This is a requirement that parents set appointments and attend.

Classroom Participation:

Parents are encouraged to volunteer in the classroom. We love having parents present in the classroom! You are welcome to attend field trips or special events that may be happening in our classroom. We also encourage your presence for meals.

Assessments

ASQ-SE:

The ASQ-SE stands for Ages and Stages Questionnaire-Social Emotional. This test assesses your child's social emotional development, which include coping, self help, relationship building skills and feelings, based on typically developing standards. This will be done at the first home visit by the parent.

ASQ:

The ASQ, or Ages and Stages Questionnaire, addresses five different developmental domains, and will be used based on the individual needs of each student.

Creative Curriculum Checkpoints:

These checkpoints are done three times a year and focus on skills that the children are doing when compared to typically developing standards along with areas that are in need of improvement. Data is collected by teachers and staff through observation of children during play. These results will be shared at parent/teacher conferences.

Curriculum

Mission statement: "York Public Schools will prepare each learner with the knowledge, skills and attitudes necessary to become an effective citizen by providing diversified curriculum and experiences."

PBiS:

PBiS (Positive Behavior Intervention Supports) is a program that focuses on teaching children social skills, which include conflict resolution, understanding feelings and being able to express them, friendship building, and coping skills. This program establishes specific words used to describe common rules that are used throughout our school building and that we would love to have used in the home as well. Information about this will be given throughout the school year. Behavior Incidents Reports are done to determine interventions that may be needed for children who struggle with one or more of these skills. Communication is vital between parent and teacher.

Program Expectations:

Expectations

	Playground	Hall	Classroom	Bathroom	Bus
Be Kind 	*Kind Words *Share *Take Turns	*Voices Quiet *Stay in Your Space Bubble	*Share *Take Turns	*Wait Your Turn	*Kind Words
Be Helpful 	*Pick Up Toys *Stay Clean	*Eyes Watching *Ears Listening	*Voice Quiet *Eyes Watching *Ears Listening *Ask for Help *Clean Up	*Be Private *Stay Clean	*Voices Quiet *Keep Backpack Closed *Respect Adults
Be Safe 	*Hands & Feet to Self *Sand & Mulch Stay on Ground *Bottom on Slide, Feet First	*Hands & Feet to Self *Walking Feet	*Body Calm *Hands & Feet to Self	*Use Sink for Washing Hands *Body Calm *Voice Quiet	*Hands & Feet to Self *Sit in Seat on Bottom *Use Seatbelt *Body Calm

Teaching Strategies-Creative Curriculum:

This curriculum is a researched based model that focuses on six developmental domains. Each child is assessed based on these areas. Lessons are planned focused around this curriculum to assure children are being exposed to these objectives and so that we are confident we are meeting state standards.

Second Step:

Second Step is a social-emotional based curriculum that focuses on understanding feelings in self and others, conflict resolution, and relationship building. The process follows the idea of teach-practice-review. This allows the child to learn the skill, practice it, and then apply it to other life situations.

Reporting

As employees of York Public Schools, and certified teachers through the state of Nebraska, all employees are mandated reporters. This means that if there is suspicion of child abuse and/or neglect, the DHHS hotline will be called and a referral will be made. This is to both protect you and your child, along with our staff. Licences can be revoked for non-reported incidents.

Contact Information

Person/Place:	Phone Number	Address
PLAY at YES	402-362-1414	1501 Washington Ave
Kris Friesen (Early Childhood Administrator)	402-362-1414	1501 Washington Ave.
Chelsey Koehn (Early Childhood Coordinator)	402-362-1414	1501 Washington Ave.
Dr. Mike Lucas (Superintendent)	402-362-6655	1715 Delaware Ave.
Karee Kern (Classroom Teacher)	402-362-1414	1501 Washington Ave.
Allison Ecklund (Classroom Teacher)	402-362-1414	1501 Washington Ave.
Jennifer Whitted (Head Start Director)	402-362-4299	225 W. 5th St

Preschool Reporting Requirements

Parent(s) Name(s): _____ Child Name: _____

Was your child born prematurely or low birth rate? (Born at less than 36 weeks or less than 5.5 pounds) Y/N

Were you a teen parent (18 years of age or younger): Y/N

What was the highest grade level completed (M/F):

9th _____

10th _____

11th _____

12th _____

High School Diploma (or GED) _____

Some College _____

College Graduate _____