

PRESCHOOL LEARNING ACADEMY YORK
2022-2023
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 two of our classes, morning and afternoon. The morning session at YES is from 8:00-11:15, the morning session at YHS is 8:15-11:30, and the afternoon session at both locations is from 12:30-3:45. There is a third section that is all day, 8:30-3:15. 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. There is no school on Wednesday's. The morning session includes free breakfast and a snack and the afternoon session includes a free lunch and snack. The all day program will receive a free breakfast, lunch, and one snack. We will ask throughout the year for parents to contribute to our snacks. Thank you in advance!

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 - YES Location

- The morning session drop off time will be 7:50-8:00, the afternoon session drop off time will be 12:20-12:30.
- Preschool students will be dropped off at the back of the school. Preschool staff will be outside the back preschool entrance to greet students and parents during the allotted drop off times. **PARENTS AND STUDENTS WILL BE ASKED TO STAY IN THEIR VEHICLES AND DRIVE AROUND THE LOOP TO THE DROP OFF LOCATION. TEACHERS WILL GET STUDENTS OUT OF THE VEHICLES.**
- If students arrive after 8:00/12:30 (AM/PM Session) 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.
- You will be given a name plate by your teacher. Please have this showing in your windshield.

Drop off - YHS Location

- The morning session drop off time will be 8:05-8:15, the afternoon session drop off time will be 12:20-12:30.
- Preschool students will be dropped off at the front of the high school. Preschool staff will be outside the preschool entrance at the front to greet students and parents during the allotted drop off times. **PARENTS AND STUDENTS WILL BE ASKED TO STAY IN THEIR VEHICLES AND DRIVE AROUND THE LOOP TO THE DROP OFF LOCATION. TEACHERS WILL GET STUDENTS OUT OF THE VEHICLES.**
- If students arrive after 8:15/12:30 (AM/PM Session) 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.
- You will be given a name plate by your teacher. Please have this showing in your windshield.

Drop off - Westview Location

- This location is ALL DAY. The drop off time will be 8:20-8:30 and the pickup time will be 3:15. If you arrive after 8:30, you will need to call 402-362-8078 and someone will come and let your child in.
- Preschool students will be dropped off at the front of the building at the Preschool Entrance. It is the second entrance to the south. Parents will park in the west slots facing the building. Parents need to stay in their vehicle until they see a teacher at the door. Parents will need to safely walk their child on the sidewalk up to the door. Please be aware as you are backing out of the parking lot. Parents are not allowed in the building at drop off. Your teacher will take your child to the classroom. Your child's safety is our first concern.

Dismissal - (morning session YES) - Preschoolers will be dismissed by the staff at the back preschool entrance at 11:15. **PARENTS/FAMILY/FRIENDS, ETC. NEED TO STAY IN THEIR CARS IN THE PICK UP LANE. TEACHERS WILL PLACE CHILDREN IN VEHICLE. PARENTS ARE REQUIRED TO PULL FORWARD AND BUCKLE CHILDREN IN.** Staff will

remain at the entrance from 11:15-11:25; if your student is not picked up during this time, they will need to be picked up at the office. You will be given a name plate by your teacher. Please have this showing in your windshield.

Dismissal - (afternoon session YES)- Preschoolers will be dismissed by the staff at the **Kindergarten loop entrance at 3:45. Again, PARENTS/FAMILY/FRIENDS, ETC. NEED TO STAY IN THEIR CARS AND FOLLOW THE PICK UP LANE.** Staff will remain at the back of the building until 3:55. After 3:55, preschoolers will need to be picked up in the school office. You will be given a name plate by your teacher. Please have this showing in your windshield.

Dismissal - (morning and afternoon session at YHS) - Preschoolers will be dismissed by the staff at the front of the high school at 11:30 (AM Session) and 3:45 (PM session). **PARENTS/FAMILY/FRIENDS, ETC. NEED TO STAY IN THEIR CARS IN THE PICK UP LANE. TEACHERS WILL PLACE CHILDREN IN VEHICLE. PARENTS ARE REQUIRED TO PULL FORWARD AND BUCKLE CHILDREN IN.** Staff will remain at the entrance from 11:30-11:40 for the AM and 3:45-3:55 for PM; if your student is not picked up during this time, they will need to be picked up at the office. You will be given a name plate by your teacher. Please have this showing in your windshield.

Dismissal- (ALL DAY session at Westview Building) - Preschoolers will be dismissed by their teacher at the front door at 3:15. Parents will need to park in the parent parking spots and wait in your car until you see a teacher. You may then walk up to the door for your child. Parents will not be allowed in the building. Staff will remain at the entrance from 3:15-3:25. If your student is not picked up during this time, your child will go to an office and you will have to call the number on the door. It is very important that you are on time to pick up your child.

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 are not able to make contact, school policy will be followed and the police will be contacted.

- **Transportation**

No transportation is provided for preschool students. York Public School will only provide transportation to students receiving special education services 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 20 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. **To ensure that we can reach you, please make sure your information is always up to date. To do this, call 402-362-1414.**

If there is a two hour late start, there will be **NO MORNING PRESCHOOL. ALL DAY PRESCHOOL WILL BEGIN AT 10:30 (drop off time 10:20-10:30).**

- **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 a 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 constantly 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 parents 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 a 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.

COVID-19

The safety of our students, staff, and the families in our community are of utmost importance. We are taking every precaution to make sure that we are doing what is in our control to create a safe and healthy environment. We are using guidance from our local health department, school district, and NDE to increase sanitation, and continue our hand washing procedures. Guideline and restriction changes will be communicated with parents if/when they change or are updated.

If you have any questions about this or anything else related to COVID procedures and how our preschool program is addressing this, please do not hesitate to reach out to your classroom teacher or Chelsey Klein (EC Coordinator) or Kris Friesen (Principal). Contact information is below.

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. The dates for the 2022-2023 school year are:

Fall: Week of October 3rd-7th

Spring: Week of February 6th-10th

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.

Handwriting Without Tears:

We use Handwriting Without Tears to teach letter formation and letter sounds.

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. Licenses can be revoked for non-reported incidents.

Contact Information

Person/Place:	Phone Number	Address
PLAY at YES	402-362-1414	1501 Washington Ave
PLAY at Westview Building	402-362-8078	2319 N Lincoln Ave
PLAY at YHS	402-362-6655 opt. 2	1005 Duke Drive
Kris Friesen (Early Childhood Administrator)	402-362-1414	1501 Washington Ave
Chelsey Klein (Early Childhood Coordinator)	402-362-8078	2319 N Lincoln Ave
Dr. Mitch Bartholomew (Superintendent)	402-362-6655	1715 Delaware Ave
Atley Henderson (School Nurse)	402-362-1414	1501 Washington Ave
Brittany Wiley (Classroom Teacher)	402-362-1414	1501 Washington Ave
Allison Ecklund (Classroom Teacher)	402-362-8078	2319 N Lincoln Ave
Kym Heberlee (Classroom Teacher)	402-362-1414	1501 Washington Ave
Cid Besse (Head Start Director)	402-362-4299	225 W. 5th St

Preschool Reporting Requirements 2022-2023

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

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 _____

York Public Schools
Parent-Student Permission Information Record Sheet

Printed Student's Name _____ **Teacher Name:** _____

STUDENT-PARENT HANDBOOK RESPONSE SHEET

_____ Yes, I hereby acknowledge that I have received a hard copy of the student handbook. I have reviewed the handbook with my child(ren) and agree to follow the rules and procedures listed.

EXCURSION PERMISSION

_____ Yes, I hereby give permission for my child to accompany his/her teacher on field trip experiences.

_____ No, I do not give permission for my child to accompany his/her teacher on field trip experiences and acknowledge that on field trip days I will need to either accompany my child or keep them home on these days.

PICTURE – NEWS RELEASE

_____ Yes, I hereby give permission for my child to be photographed, filmed, or videotaped for use by York Public Schools. I understand that this may be posted on social media on our classroom Facebook page, newspaper, or school website.

_____ No, I do not give permission for my child to be photographed, filmed, or videotaped for publication.

HEALTH CONDITIONS

_____ I give permission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel and posted in the classroom if necessary for the child's safety.

_____ I give permission for York Public Schools to conduct free health and dental screenings. These screenings are offered for all students.

Parent's Signature _____ **Date:** _____