



Hay Springs Early Childhood Handbook



The Hay Springs Early Childhood Program believes a parent is a child's first teacher.

By supporting parents, the Hay Springs Early Childhood Program will allow children to learn in a play-oriented environment. Cognitive, physical, social and emotional development will be enhanced in a child based setting.

The Preschool, along with input from the families, will meet each child at his or her developmental level and provide activities to meet those individual needs.

Hay Springs Early Childhood Program Mission Statement:

We believe that all young children should have access to a quality early childhood program that will provide experiences to promote success at every level.

HAY SPRINGS EARLY CHILDHOOD PROGRAM
407 N Baker Street – Hay Springs, NE 69347
(308)638-4434

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Admissions Procedures and Requirements

Any child who is not eligible to attend kindergarten will be eligible for enrollment in the current school year. While enrollment is open to 3 and 4 year olds, priority will be given to four year olds. Students must be 3 prior to July 31 of the current year to attend.

Parents complete an enrollment form which indicates an interest in the program. A student is officially enrolled in Hay Springs Early Childhood Program when enrollment form and health forms are received.

Enrollment and Health forms include the following:

- *Proof of immunizations*
- *Birth Certificate*
- *Free/Reduced lunch forms if applicable*

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 Hay Springs Schools 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 Nebraska birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a small fee per certificate.

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

School Day

The Preschool will follow the Hay Springs Public School Calendar. See www.hshawks.com for complete yearly calendar.

Morning Program: 8:00 a.m. – 12:00 p.m. – Monday through Thursday
This session is for 3 and 4 year olds, who will not be eligible to attend Kindergarten the following fall. Breakfast is served daily, along with a late morning snack.

Afternoon Program: 12:00 p.m. – 4:00 p.m. – Monday through Thursday
This session is for children who are eligible to attend Kindergarten the following school year. Lunch is served daily, along with a late afternoon snack.

Meals

Breakfast is served daily for students in the morning program. Lunch is served daily for the afternoon program. Meals are served “family style” which means that children are encouraged to serve themselves. Meals follow USDA requirements for a healthy child’s intake. See http://teamnutrition.usda.gov/Resources/mpk_poster.pdf for a copy of the USDA’s My Pyramid for children’s nutrition.

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

As a child’s first and most important teacher, parents are a vital part to the success of HSECP. Parents are encouraged to participate in their child’s education as fully as possible. Parents are always welcome to visit the preschool at any time.

Opportunities for Parental Participation include:

- Providing treats for special occasions such as birthdays, holidays, etc.
- Sharing special family traditions through props, special food, etc.
- Assisting with class parties, field trips, classroom activities.

- Participating in special family programs.
- Receiving notes, newsletters, phone calls.
- Visiting the classroom.
- Offering to help in any other way.
- Participation in parent meetings.
- Participation in the Hay Springs Early Childhood Program Advisory Group

School Supplies

Parents are asked to supply:

- A complete change of clothes to be kept at school.
- A back pack or book bag labeled with your child's name.
- A pair of PE shoes to be left at school (labeled)
- 4 toothbrushes (labeled)
- 4 tubes of travel size toothpaste (labeled)
- 1 large container Baby Wipes (do not label)
- 1 large box of Kleenex (do not label)

Policies and Procedures

The Hay Springs Early Childhood Program will follow all policies and procedures as outlined in the Hay Springs Public School Handbook. The following policies and procedures are not inclusive. Be sure to refer to the Handbook.

Immunizations

The following immunizations are required:

- 4 doses DTP, one given on or after 4th birthday
- 3 doses Polio vaccine
- 2 MMR, one given on or after 4th birthday
- 3 doses of HiB vaccine
- 3 doses Hepatitis B
- 1 dose varicella (chicken pox)

Re-enrollment

Parents will notify the school (teacher or office) of their desire to re-enroll their child each spring.

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 at school, you must provide a signed written consent for the child to be given the medication at school. 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. Parent Authorization of Administration of Medication at School form is available in the office. 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.

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. You will be notified if your child has a head injury, and you will be asked to come to school to evaluate your child's condition.

Absences

If your child is unable to attend preschool, please contact the school at 638-4434 by 8:30 a.m. We will follow the school procedure of calling families if we haven't received prior contact concerning an absence.

Arrival and Departure

Morning children may be dropped off beginning at 7:50 and should be picked up as close to 12:00 as possible.

For the afternoon program we ask that you drop your child off as close to 12:00 as possible and pick them up at 4:00.

Please notify the teacher if you are going to be late. Early departures can also be arranged with the teacher.

Label Possessions

Please write your child's name on his/her possessions. This includes hats, gloves, etc. **The school is not responsible for lost items.**

School Calendar/School Closings

The preschool follows the Hay Springs Public Schools calendar for vacations and in-services. The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. The Superintendent or his designee will notify local news media. This information is available on Infinite Campus, the school Facebook page, www.chadrad.com, www.hshawks.com and Remind101 text messaging. If school is cancelled during the day, parents will be notified.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students may be dismissed from school during severe weather with a telephone request from the parent.

Parent/Teacher Conferences

Your child's development is constantly monitored through the use of check lists and developmental assessments. Results will be shared with parents during conferences. A minimum of two home visits/Parent-Teacher conferences will be scheduled during the year. Generally, one in October and one in March. During these visits we will discuss your child's development. We will go over your child's growth report. Scores are given through anecdotes taken throughout your child's day. The notes are of interactions and activities that your child takes part in each day, as well as dialogue. At each visit we will also discuss any concerns or issues you may have about your child or the preschool. You may set up extra conferences by stopping by or calling the school at 638-4434 and talking to your child's teacher. Frequent communication is best for your child's development.

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 for 30 minutes, so please dress them accordingly, providing gloves, hats, boots, snowpants, and coats when necessary.**

Please label these items before sending them to school. 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 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 accident, toilet accident, 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.

Field Trips/Community Walks

HSECP feels that field trips and community walks are an important learning opportunity for your child. A note will be sent home notifying the parents of any scheduled up-coming field trips. Parents are encouraged to attend. Short community walks may be taken without notification, but precautions are in place to make sure all children are safe.

Newsletters

A preschool newsletter will be sent home weekly and is available at www.hshawks.com The newsletter will include preschool activities and upcoming events, important dates, book orders and reminders. Other notes will be sent home as needed. **Please be sure to check your child's backpack or book bag nightly!**

Confidentiality

Information concerning your child or family will not be shared with un-authorized persons without written permission by you. If you suspect that information has been shared with un-authorized persons please contact the Hay Springs Public School Early Childhood Director.

Complaint Procedures

Please follow the chain of command.

- Step 1: Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2: Have a scheduled conference with the staff person and Early Childhood Director.
- Step 3: Appeal to the Superintendent if the matter is still unresolved.

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.
(ex: last episode of vomiting, diarrhea, fever)**
- 2. 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.**
- 3. 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.**
- 4. Has had strep throat he/she may return to school after being on medication and fever free for 24 HOURS.**
- 5. Has any condition, such as severe allergies, diabetes, epilepsy, asthma, urinary or bowel problems it should be reported to the office or teacher.**
- 6. Needs to take medication during the school day, please refer to the medication administration procedure.**