

# Loomis Public School Early Learning Center



Parent Handbook  
2015-2016

Welcome to the Loomis Public School Early Learning Center. The purpose of this handbook is to share important guidelines and procedures related to the program. Please read this information carefully. If you have questions or concerns about the information, please contact your child's teacher.

**General Information**

Loomis Public School ..... (308) 876-2111  
101 Bryan Street  
Loomis, NE 68958

Classroom Teacher- Mrs. Karissa Roberg  
Classroom Para-educator- Mrs. Becky Crandall  
School Principal- Mr. Sam Dunn  
School Secretary- Mrs. Cheryl Dunn  
Receptionist- Mrs. Max Berry  
Speech/Language Pathologist- Mrs. Nicole Matteson  
Special Education- Mrs. Jackie Johnson

**School Hours**

Monday thru Thursday..... 8:00 am - 3:30 pm  
No Preschool on Fridays

**School Calendar**

The Loomis Early Learning Center will follow the K-12 school calendar. Each week the preschool newsletter will provide parents with updated information. The school calendar is attached to the back of this handbook. Preschool will begin on Tuesday, September 8, 2015 and will end on Thursday, May 5, 2016.

**Arrivals and Dismissals**

The Loomis school building is open to students at 7:40 am. Your student is expected to be in the classroom by 8:00 am. Students will begin dismissing at 3:25. Please make arrangements with the teacher when transportation changes occur.

## Enrollment Requirements

A child entering preschool must furnish a certified birth certificate to validate his/her age. Nebraska State law dictates that immunization records must be presented at the time of enrollment or that student cannot be enrolled.

### **Summary of the School Immunization Rules and Regulations 2015-2016**

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	<p>4 doses of DTaP, DTP, or DT vaccine,</p> <p>3 doses of Polio vaccine,</p> <p>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, <b>*Hib not required after child reaches 5 yrs of age</b></p> <p>3 doses of pediatric Hepatitis B vaccine,</p> <p>1 dose of MMR or MMRV given on or after 12 months of age,</p> <p>1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age, written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.</p> <p>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age <b>*Pneumococcal not required after child reaches 5 yrs of age</b></p>

## Tuition

Verified Students .....	FREE
Peers qualifying for Free Meals .....	FREE
Peers qualifying for Reduced Meals .....	\$50/Month
Non-Qualifying Students .....	\$100/Month

## Attendance and Absences

It is desirable that children attend preschool each day that they are scheduled. If your child will not be in attendance because of an illness, injury or unexpected event, please contact the school secretary or receptionist as soon as possible so your child can be accounted for. **If your child is being transported by the district, please notify them that your child will not need transportation that day.**

### Sick Days

Children with the following conditions should not be sent to school or will be sent home if they have any of the following:

- ❖ Vomiting (24 hours prior to the starting time of school)
- ❖ Diarrhea (24 hours prior to the starting time of school)
- ❖ Fever - Ear temperature of 100 degrees or higher (must be fever free for 24 hours prior to the starting time of school)
- ❖ Suspicious rash, with or without a fever
- ❖ Head lice (please check your child's hair frequently)
- ❖ Pink eye (eyes are red, hurting, mattered, itching)
- ❖ If your child is diagnosed contagious please **DO NOT SEND THEM!** Some conditions may require a note from a physician before your child may return to school. If you have questions on when he/she may return, please contact your child's teacher. This is extremely important as some of the children in our groups may have health conditions that could be jeopardized if exposed to certain illnesses.

### Potty Training

All preschool students must be potty trained before attending preschool, unless otherwise stated in an IEP.

### Home Visits

The preschool teacher will contact families in August for an initial home visit. The purpose of the visit is to have your child meet the teacher, to establish a relationship between the family and the teacher, to review preschool guidelines and to complete the necessary paper work. An additional home visit will be made sometime throughout the remainder of the school year.

### Health Screenings

The school nurse will make one visit to the preschool per year. During the visit your child will be weighed and measured, immunization records will be checked and a visual exam of their teeth will be performed. Vision and hearing screens will also be completed. If there are any concerns in these areas, parents/guardians will receive a note from the nurse expressing her concerns.

### **Supplies for School**

Your child will use several items during the school year. If you are able to donate the items on the supply list it would be greatly appreciated, and if you are not able that is just fine.

A supply list will be sent out to parents in July. Please be watching for a letter from the school.

We suggest that supplies are brought to school in advance. There will be a Preschool Open House in August and that would be a great time to bring these items.

### **Visitors**

Parents are always welcome in our preschool; however, we ask that you contact the classroom teacher to schedule a time that is appropriate and that you do not bring younger siblings or other relatives without permission from the classroom teacher.

### **Emergencies and Accidents**

If an accident occurs while your child is in the care of the Loomis Public School Early Learning Center, and your child requires immediate medical attention, the proper authorities will be called, first aid and/or CPR will be started and you will be notified. If the accident or injury is minor, first aid will be administered and you will be notified immediately.

It is very important that you keep all phone numbers and contacts current. If we cannot reach you, or any of the contacts you have listed, and there is a question of whether the child should have medical attention, we will err on the side of caution and your child will be transported to the nearest medical facility.

### **Severe Weather**

In case of severe weather, such as blizzards, Loomis Public School closing information and late starts will be announced through our automated telephone system (PowerAnnouncement). The same closing and late start information will also be announced on local radio and television, as well as, Facebook. The administration attempts to monitor all severe weather situations. If you feel it is necessary to have your child at home during such a time please contact the school.

### **Class Parties**

The preschool will celebrate the four following holidays with a party: Halloween, Thanksgiving, Christmas and Valentine's Day. Each family will be asked to help with one party. A note will go home with the students at a later date.

Birthdays - If your child is having a birthday and you would like to send a special treat that would be acceptable. Please coordinate with your child's teacher. Summer birthdays may be celebrated on the child's half birthday. Please be extremely cautious about birthday celebrations that are occurring after school hours. We ask that gifts and invitations are not brought to school unless permission is given by the classroom teacher. If you wish to send invitations to birthday parties please contact the classroom teacher before sending them.

### **Field Trips**

Parents will be notified when field trips are scheduled and will be asked to sign a permission slip. Parents are encouraged to assist with field trips when possible.

### **Photographs and Publicity**

Photographs of your child participating in our program may be taken from time to time for classroom use. In rare cases the photographs may appear in newspapers, magazines, brochures or other publicity materials. Your participation in this is assumed unless we hear otherwise from you. There will be no compensation given for use of these pictures. Please contact the school for paperwork that indicates your child's photographs are not to be used.

### **Snacks/Meals**

Snacks will be offered to the preschool students on a daily basis. Parents will be asked to supply healthy snacks during certain times of the year. A list of healthy snack suggestions will be sent home at the beginning year. Snacks should not fall into the "sugar" category. Snacks should be whole-grain or fruit/vegetable based. You may also bring snacks for birthdays and special occasions with permission from the classroom teacher.

### **Lunch and Breakfast**

Lunch will be offered each day. Meals are considered to be a part of the instructional time because students are engaging with each other, socializing, using vocabulary taught in the classrooms, interacting, and learning expected lunchtime behaviors. Lunch and snack times are opportunities for students to learn social development and healthy food choices. Children are allowed to bring a sack lunch, but we highly encourage them to take advantage of the school lunch program, which meets the USDA Child Nutrition Program guidelines.

The lunch rate for 15-16 will be determined in July and will be included in your parent packet that is mailed out during the summer.

Lunch- \$2.10- (This is the current rate for 2014-15)

Reduced Lunch Rate- \$0.40

If you need an application for Free and Reduced Lunches please contact Heidi at the school. She can assist you with this paperwork. Free and reduced rates are based on income.

Breakfast will be provided free of charge for all preschool students attending the Loomis ELC.

Lunch accounts- All meals will be charged to the student's lunch account. Students are expected to keep their lunch accounts paid. Parents are encouraged to send lunch money in advance.

### **Communication**

Communication between home and school is VERY important. All questions and concerns should be addressed with the child's teacher. Newsletters will be sent home with preschool students to inform parents of classroom activities and special events. **Please be sure to check your child's backpack regularly!** We highly encourage you to use our Shutterfly Website as a way to stay up-to-date with daily classroom activities and announcements! Information about the Shutterfly website will be sent to parents at the beginning of the school year.

## Preschool Disciplinary Procedures & Policies

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follows the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child.
2. Facilitating children in their attempts to settle their own disputes.
3. Redirecting behavior when this seems potentially effective.
4. Separating a child from the group (Time-Out)
5. Counseling children individually about their behaviors by the teacher or an administrator.
6. Making parents aware of disciplinary concerns (Note/email from teacher).

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.

Discipline Procedures for disruptive behavior

1. If a disruptive behavior continues after being redirected or after several of the strategies above have been used the classroom teacher will call the parent. If appropriate an email may be sent to the parent, but a phone call would be preferred. The behavior will be documented in the student's information folder.

2. If the behavior continues without ease from redirection or use of strategies the parents will be asked to schedule a meeting with the classroom teacher. If necessary an administrator may attend the meeting.
3. If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home. At a last resort, a child may be removed from the program for behavior that becomes harmful to the other students or the staff.
4. Behavior reports will be documented and kept in the student's information folder.

Children cannot become self-disciplined unless adults teach them right from wrong. We will work hard to teach the expectations for correct behavior and encourage the students to live and act accordingly.

## Discipline Policy Agreement

I have read the Preschool Disciplinary Policies and Procedures. I have discussed this with my child and agree to comply with the discipline policies and procedures of The Loomis Early Learning Center

\_\_\_\_\_ Parent/Legal Guardian Signature

\_\_\_\_\_ Parent/Legal Guardian Name Printed

\_\_\_\_\_ Child's Name

\_\_\_\_\_ Date