

Cozad Early Education Center

**Pre-Kindergarten
Handbook**

The policies and procedure contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school and become an integral part of it. The ultimate purpose of education is to help students become an effective citizen in their community.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. The administration reserves the right to make decisions and rule revisions at any time to assure the well being of all students.

The Family Education Rights and Privacy Act allow parents to examine all gathered student records upon request.

Table of Contents

CEEC Staff	2
Calendar/Attendance	3
Family Involvement	4
Procedures	5
• Drop Off and Pick Up	5
• Lunchroom	6
Other CEEC Information	9
Health Services	12
Assessment	17
Non-Discrimination Claims	18

2018 – 2019 CEEC Staff

Dr. Joel Applegate	Superintendent
Jill Beckenhauer	Special Education Director/Building Administrator
Kristi Albrecht	Early Childhood Coordinator/Special Education Teacher
Jacque Yocom	Pre-Kindergarten Teacher
Kylee Kuecker	Pre-Kindergarten Teacher
Tricia Regelin	Pre-Kindergarten Teacher
Peg Butler	School Nurse
Bethany Hyatt	School Psychologist
Kiley Wrage	Speech Pathologist
Stephanie Flint	Guidance Counselor
Jessica Botts	Physical Therapist
Danette Anderson	Occupational Therapist
Kendra Menagh	Para-professional
Brianda Prado	Para-professional
LaDonna Brock	Para-professional
Alyssa Leahy	Para-professional
Brenna Richie	Secretary
David Mead	Custodian

Calendar/Attendance

The pre-kindergarten program will be in operation during all regular school hours with the exception of all Fridays. On Fridays, our staff will be involved in planning and training activities, doing home-based services, and assessments. Parent notes will be used to inform you of any other schedule changes. In the event of early dismissals or cancellations the pre-kindergarten will also dismiss unless otherwise indicated. Please listen to KRVN, watch NTV News, look at the school webpage <http://cozadschools.net>, or look at the Cozad Community Schools Facebook and Twitter pages for school cancellations. Please refer to the school calendar for information about scheduled school dismissals.

Hours of Operation

7:45* – 8:00 Breakfast

8:00 – 8:10 Arrival

11:30 – 12:00 Lunch

3:10 Dismissal

****Doors do not open until 7:40 a.m. Staff will not be on duty until breakfast begins at 7:45.****

Attendance

If a student is ill or going to be absent from school, we request that the parent or guardian notify the office by calling 784-3381.

A written request to have a child excused from classes early should be sent with the child on the morning of the early dismissal.

Family Involvement

We believe that continuity between the home and the early childhood environment is essential for your child's optimal development

Frequently written and verbal communication between the staff and families allows parents and staff to form strong partnerships. Please read newsletters and calendars to stay informed about what is happening at school. We encourage families to participate in monthly events designed to include you in your child's education. We try and schedule these at different times to accommodate the various work schedules of our families.

Home visits will be scheduled twice a year to help us get to know your child and family. Home visits are a great opportunity to discuss your child's strengths and learn the family's individual needs, concerns, and interests.

Parent-Teacher conferences are also scheduled twice a year. This is an opportunity for you to learn more about what your child is learning at school.

Parents are encouraged to participate in the early childhood program. You are welcome to visit school and become involved in your child's education. Please feel free to talk with staff members and learn how you can help your child have a successful school experience. You may also wish to occasionally join your child for lunch. If you plan to visit school, please contact your child's teacher.

The CEEC program is guided by the Early Childhood Advisory Board; if you wish to participate on this board please let your child's teacher know so that you can receive additional information.

Procedures

Drop-Off and Pick-Up Procedures

Parking

Parking around the Cozad Early Education Center is limited. There is a small parking lot just East of the school off of the alley and additional parking spaces on the street at the West end of the building. Please park in designated areas and avoid parking in areas reserved for the handicapped, school bus loading and emergency vehicles. The blue curb area directly in front of the school is only for parents dropping off children with a physical handicap, which prohibits them from walking easily. The red area directly in front of the building is for bus loading and emergency vehicles. Parking in these areas could result in law enforcement fines.

Sign-In

Upon arrival, students must be signed in. Any notes for the day can be made in the sign-in book or given to the teacher. The staff will sign in students arriving on the bus. We understand that this is a new experience for many children and they may be reluctant to have their parent leave. However, we have found that when parents give their child a reassuring hug and leave promptly, it can be less traumatic for the child.

Sign-Out

At the time of dismissal, parents must sign children out. The staff will sign out students leaving on the bus. This helps us assure safety. If someone other than the parent will be picking up the child, the staff must have authorization to release the child to that person. If a child is not picked up at the dismissal time, the staff will make every effort to contact the parent. The school reserves the right to contact law enforcement when students are left at school after dismissal or when the school has been unable to locate the parents, guardians, or emergency contacts.

Lunchroom

BREAKFAST/LUNCH/FOOD ISSUES NATIONAL SCHOOL MEALS PROGRAM

Cozad Community Schools has an agreement to participate in the National School Meal Program and accepts responsibility for providing free and

reduced price meals to eligible children in the district under its jurisdiction. Free and Reduced Price Meal Applications are distributed to all households prior to the beginning of the school year. Free and reduced priced meals are available to all students who apply and qualify. An application for Free and Reduced Price Meals may be picked up at any time throughout the school year in the school offices.

Food services are provided to meet the nutritional needs of all children; therefore, a child who uses these services is encouraged to eat the entire meal. For those who bring a sack lunch from home, water will be available or milk may be purchased for \$.40. Parents of a student with a negative balance will be contacted to bring a deposit for their meal.

Breakfast is provided every morning from 7:45 until 8:00. Staff are on duty in the cafeteria during the breakfast and lunch periods. Students are expected to be self-disciplined and each person is responsible for his/her own behavior. Those not exhibiting such behavior may be excluded from the cafeteria.

Students may have guests for lunch if they call school no later than 8:30 a.m. and bring the exact amount of money needed to eat.

COMPUTERIZED MEAL PROGRAM

Each family is given an account number in the school's computerized meal program. It may be accessed by any student in the family. A parent/guardian may send one check or cash for the entire family. Student meal prices are \$1.45 breakfast; \$2.80 lunch. Adult meal prices are \$2.25 breakfast; \$3.55 lunch. Reduced priced meals are \$.30 breakfast; \$.40 lunch, if student qualifies. Milk may be purchased individually for \$.40. Families will be notified by email or text when the account reaches a low balance, or may contact the District office at 308-784-2745 for balance information. Checks or cash may be brought to the school offices or mailed to the District Office, 1910 Meridian Avenue, Cozad, NE 69130. Refer to Policy 3012 School Meal Programs and Meal Charges for additional information at www.cozadschools.net District>Board Policies

Lunch Time Guidelines:

The National School Meal Program Competitive Foods Policy does not restrict what a child can bring from home in his/her lunch or what a parent

can deliver for his/her own child to eat at school. All lunches eaten at school, whether brought from home or purchased in the cafeteria, are to be eaten in the cafeteria area. Refer to Policy 5052 School Wellness Policy for additional information at www.cozadschools.net District>Board Policies

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

Other CEEC Information:

Birthdays and Holidays

Healthy treats for birthdays can be brought to school with prior approval from pre-kindergarten staff. Birthday invitations may not be distributed at school unless ALL children in the class receive one. Please inform the staff if you will be bringing special treats on holidays or other special days.

Clothing and Supplies

Students are expected to be clean in dress and appearance. Dress should be suitable for classroom, school activities and weather. Students will not be permitted to wear clothing that is inappropriate for school (midriffs, spaghetti straps, sagging pants, unacceptable jeans, shorts or cut-offs).

All children will need a complete change of clothing including underwear, socks, shirt, and pants to be stored in their locker. Extra clothes are needed even after they conquer potty training, as you never know when spills or accidents will occur.

We plan to go outside as much as possible during the school year. Please send appropriate clothing for your child to play outside.

Lost and Found

Lost articles are kept near the office. If you think your child has lost an article at school, please contact your child's teacher or look in the lost and found tub. Please do not bring valuables (money, jewelry, toys) to school.

Birth Certificate

Nebraska State Law requires a certified copy of a student's birth certificate be submitted within 30 days when enrolling a student who is entering a Nebraska school for the first time. This document may be obtained from the state in which the child was born. Birth certificates from Nebraska may be obtained by contacting Vital Records, P.O. Box 95065, Lincoln, NE 68509-5065 or www.dhhs.ne.gov. There is a fee per certificate. **Please note:** the document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of birth on it and is signed by the director of vital statistics. If a certified birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Change of Address/Enrollment Policy

The school should be notified of any change of address or phone number. Emergency situations do arise and this information is vital to the school. Also please notify us in writing of any change or plans for moving so there

is sufficient time for accumulating student records. Parental permission is needed before student records can be sent. The CEEC Pre-Kindergarten Program is exclusively for those students residing in the Cozad Community Schools District. However, students who have been in the program for at least the first quarter, and whose family plans to option them into the district as a kindergartener, will be allowed to complete the year in the pre-kindergarten program.

Behavior Support Plan

We believe that children are learning at all times and their behavior needs to be directed in a positive way. Our school district has implemented The Teaching Pyramid: A Model for Supporting Social Competence and Preventing Challenging Behavior in Young Children. We rely on well-planned classroom routines, engaging curriculum and experienced staff to help children make good choices and interact appropriately with their peers. We provide a quiet place within the classroom for children who need help with their behavior and also time to think about the choices they are making. Adults support learning appropriate behavior practices through social stories, visuals and positive relationships.

In the event that a child's behavior is noticeably disruptive to the class, harmful to self or to other children, the child may be temporarily removed from the class to work individually on developing appropriate classroom behavior. For any child who engages in repeated patterns of challenging behavior that clearly interfere with the child's social-emotional development, the staff will initiate the Prevent, Teach, Reinforce for Young Children (PTR-YC) model. In this model all staff members involved with the child work with the parents to develop a plan for individualized positive behavior support.

Children are never subjected to physical or emotional harm. They are treated with respect and dignity. Our goal is to help each child develop the internal self-control and problem-solving skills to manage better as they grow and become adults.

Health Services

Student Illness

Cozad Community Schools' goal is to keep students in school where they will benefit from their attendance while not putting other students at risk. School personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include:

- Temperature of or greater than 100° F
- Vomiting or diarrhea
- Unexplained rash
- On the determination that the child's condition prevents meaningful participation in school, presents a health risk to the child or others or that medical consultation is warranted.

Please inform the school nurse of health related information that is important for your student's success in the classroom and/or safety at school. A child should not be sent to school if any of the following:

- Temperature of 100°F or more in the past 24 hours without the use of fever reducing medicine
- Vomiting or diarrhea in the past 24 hours
- The child is too ill to accomplish normal school activities

Communicable Diseases

Children with any of the following communicable diseases must have either a doctor's permission slip, evidence of treatment or be excluded from school for the minimum amount of time listed as set by Nebraska State Law (updated July 2010). Entire list is available through the school nurse.

- Hand, Foot & Mouth until fever free for 24 hours without fever reducing medication
- Pinkeye until eye is normal in appearance or with doctor's note
- Impetigo until treatment is begun
- Influenza for the duration of the illness

- MRSA exclusion unnecessary unless directed by physician, keep lesions covered at school.
- Ringworm if affected areas cannot be covered, exclude until treatment started
- Strep until fever free without the use of fever reducing medication and under treatment for 24 hours (includes strep throat, scarlatina and scarlet fever)

Guidelines for Head lice

Parents of students with live head lice will be notified and the child will be treated prior to return to school. Nits (eggs) are not a cause for school exclusion but removal is recommended. All family members should be checked, however only persons with active head lice infestation require treatment.

Avoid head to head contact, sharing of personal items and sleepovers. Students should not miss valuable school time because of head lice. Treatment of the hair, with careful attention to the environment, should be persistent for several weeks until all evidence of infestation is gone.

Contact the school nurse or refer to cozadschools.net for treatment guidelines and suggestions. Parents should check their children's heads periodically, especially if scalp scratching is evident.

Emergency Health Situations

In the case of an accident which causes injury to a student or severe illness, the building administrator, and/or his designee in consultation with the school nurse, shall be responsible for determining the course of action regarding the notification of EMS and the parent/guardian or designated person(s). Examples could include:

- Unconscious
- Severe bleeding
- Seizure without history of seizures or prolonged seizure
- Respiratory distress or not breathing
- Neck or spinal injury

11

Health Services (cont.)

Emergency response to life threatening asthma or systemic allergic reactions (anaphylaxis)

This protocol will be implemented in a school building if there is a breathing emergency while school is in session. 911 will be called; one dose of epinephrine via an EpiPen will be administered followed by up to three doses of albuterol via a nebulizer. Transfer to Cozad Community Hospital will follow any time this protocol is used. There are at least 3 unlicensed trained responders per building at CEEC, CE, CMS and CHS that may initiate this protocol. The protocol is a standing medical order that has been signed by the physicians at Cozad Medical Clinic. EpiPens and albuterol provided by the school in compliance with the Emergency Response to Live Threatening Asthma or Systemic Allergic Reactions protocol do not leave the school building and are not intended to replace a child's own prescribed medication for asthma or allergies. Only individually prescribed

medications will accompany students on field trips or events outside the school building.

If you know that your child has asthma or a known allergy, it is critically important that you communicate this information to our school staff. You may contact Peg Butler RN, our school nurse. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation (2) instructions and (3) medications as directed by a physician (an asthma plan). In the event that your child experiences an asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided (if they are available). If you do not have an asthma plan on file with the school, we will defer to the regulatory protocol described above. If you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school. If you have questions or concerns regarding the protocol or your student's health issues, please contact Peg Butler RN, our school nurse.

Health Services (cont.)

Immunizations

Immunizations against the following diseases are required for every child:

- 4 doses of DTP, DTaP, or DT vaccine
- 3 doses of Polio vaccine
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age
- 1 dose of MMR or MMRV vaccine given on or after 12 months of age
- 3 doses of Hepatitis B vaccine
- 1 dose of Varicella or MMRV vaccine given on or after 12 months of age or written documentation (including year) of chickenpox disease
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

Students must show proof of immunization upon enrollment in Cozad Community Schools. **Any student who does not comply with the immunization requirements will not be permitted to attend school.** Students with medical conditions or sincerely held religious beliefs which do not allow immunization may complete a waiver statement which is

available from the school nurse. Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Medication Guidelines

Whenever possible, medications should be provided outside of school hours. In the event it is necessary that your child take or have medication available at school, the parent/guardian must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office and must include the name of the child, medication name, dosage, time of administration, date, route of administration and parent signature. Medications must be provided in a pharmacy labeled container in the child's name, or a manufacturer labeled bottle clearly marked with the child's name. Repackaged medications will not be accepted. Medication administration must follow label instructions unless a physician's order is received stating otherwise. The school nurse or trained medication aides will be responsible for medication administration. All medications are to be kept in the school office with the exception of diabetic medications, epi-pens or asthma inhalers with the correct documentation completed by the health care provider, parent and student.

Health Services (cont.)

School Health Screening

Pre-Kindergarten through 4th grade, 7th grade and 10th grade students are screened for vision, hearing and dental defects, height & weight according to standards set forth by the State of Nebraska. Students entering the Student Assistance Process at any grade level and those about whom health concerns are identified to the school nurse may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school-screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1st of that school year.

Physical Examination

Evidence of a physical examination by a physician, physician's assistant or advanced practice registered nurse is required within six months prior to

the entrance of the child into kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for the child. Waiver forms are available in the school office.

Vision Examination

Students entering school for the first time, including kindergarteners and transfer students to any grade from out of state, are required to provide proof of a vision evaluation taken within six months prior to the student's entrance. An optometrist, physician, and physician assistant or advanced practice registered nurse must sign a certificate or form stating results of the evaluation. Children are exempt from this requirement when the parent/guardian provides a written statement of objection.

Assessment:

Results Matter in Nebraska

The Cozad Early Education Center participates in the Nebraska Results Matter Program. Results Matter in Nebraska is a child, program, and family outcomes measurement system designed and implemented to improve programs and supports for all young children birth to age five (B-5).

Districts and ESUs are expected to serve children within inclusive classrooms that represent a full range of abilities and disabilities and the social, linguistic, and economic diversity of families within the community. Results Matter measures child progress and program quality to accomplish these purposes: improve experiences, learning, development, and lives of young children birth to age five and their families.

This is accomplished through the completion of the Teaching Strategies Gold Assessment throughout the school year. This assessment is based on observations of children within the classroom. The results of this assessment will be used to inform you of your child's progress in the preschool program. You will receive updates of your child's progress in

November and May. The dates may not correspond with other report card dates.

Child Assessment and Program Evaluation

The CEEC pre-kindergarten program is involved in on-going child assessment and program evaluation.

Child assessment is based on observations of children in the classroom and recorded on the Teaching Strategies GOLD website. Individual child results are shared with parents in November and May. Program results will be posted on the school website in May.

Program evaluation is based on the results of an outside observation utilizing the CLASS PreK Rating Scale or the ECERS-3. The results of this evaluation will also be available on the school website.

Parents will also be asked to complete a survey about the program at least once a year. These results will be reviewed by the advisory board and used for program improvement.

Non-Discrimination in Education Programs and Activities

It is the policy of the Cozad Community Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendment, the Section 504 Rehabilitation Act of 1973 and the Nebraska Equal Educational Opportunity Act.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of the district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination. Inquiries and questions may be direct to the High School Principal, 1710 Meridian, Phone: 308-784-2744.

Multicultural

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- Affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, and discrimination and stereotyping based on race;
- Valuing multiple cultural perspectives; and
- Providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within CEEC, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.