



# **Preschool Handbook**

2023-2024



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## **INTRODUCTION OF THIS HANDBOOK**

The purpose of this handbook is to share with families information about services that USD322 has to provide.

Please keep this handbook in a place where you can look at it during the school year. After reading this information, if you have any questions ask one of our staff members.

The information in this handbook may sometimes change due to changes in policies within our district.

**Your Family is about to partake in a wonderful educational experience. The early years are important in developing skills for success. You are your child's first and most important teacher!**

### **USD 322 Preschool Philosophy**

USD 322 believes in the importance of early childhood education and wants all young children to have access to a quality preschool program that will promote developmental growth and kindergarten readiness. The district preschool program will enhance the social/emotional, physical, cognitive and language development of all students. The district preschool program will be aligned with Kansas Early Learning Guidelines and Standards.

### **USD 322 Preschool Program**

The 2023-24 school year is the ninth year of implementation for a district preschool program. USD 322 offers a Preschool (3-year-old) class and a Kinderprep (4-year-old) class. This is a unique setup so we can provide opportunities at age appropriate levels, while they are amongst peers of their own age. In conjunction with USD 322, there is also an Early Childhood Special Education Program (ECSE), which is different from the district preschool program. The ECSE program provides services for children who have qualified for an Individual Education Plan (IEP). Our goal is to keep children integrated into regular education classrooms, while a special ed teacher works with that specific child on their goals. The two programs will work hand in hand providing the best educational experience for children.

## **Initial Entry**

All preschool students must turn three by August 31, 2023 to be eligible for the district preschool program. A birth certificate, health assessment, and immunization documentation are also required at the time of enrollment. **Your child MUST BE potty trained to attend preschool,** unless there is a medical or developmental reason as to why they are not potty trained.

## **Admission and Class Size**

Classroom slots are determined by student need. Preference will first be given to USD 322 students who are five-years-old but not kindergarten-ready and four-year-olds. There are 20 slots available for each section. Multiple Preschool and Kinderprep sections may be available. If we have an abundance of Kinderprep kids, it is a possibility that we may utilize our preschool room and work together to provide services to more Kinderprep kids. As slots allow, out-of-district students shall be admitted on a first come, first served basis and according to USD 322 policy. USD 322 administration has the final determination on admission into the Preschool Program.

## **Attendance**

Making sure your child attends school every day is one of the most important things you can do to help your child succeed in school. Families are asked to notify the school by 8:30 am if their child will not be attending on any given day by calling the office. This will help alert the teacher of illnesses, plan for the day's activities and meal counts, and welcome the child upon return. All children and parents will enter through the west front doors of the Onaga School for drop off and pickup. **PLEASE DO NOT USE THE EAST PLAYGROUND DOORS.** If you need to leave a bus message for your child, please call the school by 2:30 to ensure they get the message.

## **Classes**

Onaga Elementary School will have district preschool classes aligned with the Early Childhood Special Education Program. Preschool classes will run from 8:00-11:00

and 12:30-3:30 to align with district transportation routes. The preschool class schedule will follow the USD 322 calendar.

### **Inclement Weather**

If there is a two-hour delay for the USD 322 district or a scheduled district-wide early release (such as a ½ day of school as indicated on the annual [Year at a Glance calendar](#)), there will be **NO Early Childhood Classes** that day. Parents will be contacted via text-caster and the USD 322 Early Childhood Facebook page.

### **Tuition**

Tuition will be charged on a nine-month basis (Sept-April as full-months; August/May as half-months). Parents will be required to sign a tuition contract and pay a monthly tuition fee per the following schedule during the months of September to April:

*Monthly Tuition: \$150*

August and May tuition fees will be assessed per the following:

*Monthly Tuition: \$75*

The full tuition amount will be charged for each month regardless of the number of student absences and free or reduced lunch status. The monthly tuition will not be refunded for a student who leaves Onaga Elementary School in the middle of the month.

### **Payment Policy**

1. A tuition check must be received at the Onaga Grade School Office by the 5th of every month in which a payment is due, according to the selected payment option. If tuition is not received by the expected date, a reminder will be issued. A \$10/day late fee will be applied if not paid by the 7th. If 2 months worth of tuition payments are not collected, the student will not be allowed to attend preschool until payment is received.

2. A fee of \$30 will be charged for any checks returned from the bank for insufficient funds.

***USD 322 reserves the right to disenroll a student in the event that school policies are not followed by parent or student, or in the event that tuition obligations are not met.***

## **Daily Schedule**

During each day, the children have the opportunity to participate in a variety of activities planned by the classroom teacher. Daily activities could include mealtime/snacks, center playtime, large group and small group instruction time, and outdoor play. During the day's schedule, activities vary between teacher choice and student choice.

During center playtime, children choose between a variety of activities, such as dramatic play, blocks, sensory, art, literacy, math, computers, toys and games. Large group circle times are focused on literacy, math, music, and group learning. Small group time allows children to work on areas of development that are specific to their individualized needs.

The five domains of a child's development are considered when teachers plan daily activities. These five domains are social, emotional, language, physical (*gross and fine motor*) and cognitive. Since these domains are interwoven, a child will be developing skills in several, if not all, domains while playing or working in one area.

# Class Supply List

## **The Following Supplies must be provided by parents:**

- Change of Clothing (*including socks and underwear*)
- 2 Boxes of Crackers/Cereal or Granola Bars (***no peanut butter*** or anything with ***nuts***)
- 1 Container of Baby Wipes (*used for wiping hands and faces*)
- Regular-sized Backpack

## **The Following Supplies will be provided by PATHS (*Parents and Teachers Helping Students*) Group**

### **Provided by PATHS**

- 4 Large Glue Sticks
- 2 Crayola Markers (*package of 10*)
- Fiskars Scissors
- 2 Dry Erase Markers
- 1 Box Gallon Ziploc Bags
- 1 Box Sandwich Size Ziploc Bags
- 2 Boxes of Kleenex
- 2 Containers of Clorox Wipes
- ½" 3 Ring Binder
- 1 Elmer's Glue Bottle

## **Transportation**

### **AM SESSION**

**Pick-Up:** Students will be transported to school on the regular routes with **door-to-door pick-up service**. The buses will also pick-up from the licensed daycare facilities within the district.

**Drop-off:** Students will **ONLY be dropped off at licensed daycare locations**. *Door-to-door service will not be provided during the midday transition.*  
*Parents may always choose to pick-up or drop-off at school rather than riding the bus.*

### **PM Session**

**Drop-off:** Students will **ONLY be picked up at licensed daycare locations**. *Door-to-door service will not be provided during the midday transition.*

**Pick-up:** Students will be transported home on the regular routes with **door-to-door drop-off service**. The buses will also drop-off at the licensed daycare facilities within the district.  
*Parents may always choose to pick-up or drop-off at school rather than riding the bus.*

**Out-of-district students will be provided transportation according to USD 322 Board of Education Policy.**

There are expectations that need to be followed on the bus. If a bus driver feels that after many warnings that your preschool child is not making safe decisions, it may come that your child will not be able to ride the bus and alternate arrangements must be made.

## **Meals/Snacks**

Children's experiences and the attitudes they form today will help shape their eating habits in the future. The Preschool students will have the opportunity to eat breakfast or lunch at school. Students have the option to purchase a meal ticket and eat a hot lunch, or bring a sack lunch with them. Breakfast and Lunch meals are optional to purchase in addition to paying preschool tuition. Milk may be purchased for the morning and afternoon snack.

## **Curriculum and Instruction**

Students will learn a variety of concepts in the following content areas: Math, literacy, science, social studies, and fine arts, sensory and computers. Students will also participate in a class meeting to learn and practice important calendar and math concepts. Students will have a chance to work independently at their own pace as well as cooperatively with peers at hands-on centers that integrate all curriculum and developmental areas. The curriculum that we use at this point is Zoo phonics and Splash into Pre-K, which is a Houghton and Mifflin Curriculum to closely shadow the kindergarten curriculum.

## **Zoo Phonics**

Zoo phonics is based on the belief that children are in constant motion and love to make noise. They take what is natural for a child and channel it for learning. This program fully involves your child's eyes, ears, mouth and body as they learn phonemic awareness, the alphabet and how to read and write. How it works: Each letter of the alphabet is assigned an animal name and is shaped like the letter associated with that sound. For example, the letter b is shaped like a bear and is given the name, "Bubba Bear." The children first learn the animal name, then the sound, and finally the letter associated with that animal.

Why does this method work? Young children are ready for learning. However, it is difficult to teach them through abstract methods and materials. The problem with learning how to read and spell is that the alphabet is too abstract. This curriculum helps make the alphabet concrete! Each animal letter is delightful and memorable.

## **Fire, Tornado and Other Emergencies**

They will be held regularly according to state regulations. Teachers will inform their classes at the beginning of the year as to the proper procedure to use so that students will pass in a quick and orderly manner to the designated areas. Directions are located near the exit from the classroom.

## **Clothing**

Children should be dressed for active play. While on the playground children will be running, climbing, riding bicycles, and digging in the rocks. Outdoor play is a part of

our daily activity and is only interrupted due to rain or when the wind chill is below twenty-one degrees. It is important during warm weather that cool, loose-fitting clothing be worn. During the winter months your child must attend school with a winter hat, gloves, mittens, and coat.

Sandals, flip-flops, or other slip-on shoes are **not recommended**. It is difficult to have fun and climb in “floppy” shoes.

Parents must provide a set of extra clothing to leave at the facility in the event of a toileting accident or spill. This set of clothing should include underwear, socks, pants or shorts, and a shirt. To minimize the spread of disease, the teachers will not rinse clothing soiled by toilet accidents. The soiled item will be placed and sealed in a plastic bag and returned to you at the end of the day. When your child has used his/her extra set of clothing, you will need to send a new set to school the following day.

## **Discipline Policy**

It is our goal at the preschool level to help children learn to solve problems and develop appropriate behaviors in a loving, nurturing manner. We believe that all misbehavior is a learning opportunity and teachers in our classrooms work to guide children toward appropriate behaviors, rather than punishing them for misbehaving. We want every student to develop personal responsibility and self-discipline. In doing so, we believe that children should face the consequences that naturally follow their behaviors. For example, a child who purposefully dumps sand on the carpet from the sensory table would be responsible for cleaning up his/her mess before engaging in another activity. Because we value the individuality of each child in our classrooms, guidance approaches to discipline are handled in an individual manner. However, expectations are consistent so children can easily identify appropriate and inappropriate behaviors. Limits are stated in a positive manner and explanations are given as to why some behaviors are unacceptable.

Below is a list of techniques that could be used when guiding a child away from inappropriate behavior.

1. The teacher may ignore small, attention-getting behaviors that pose no harm to others.
2. The teacher may explain why a behavior is inappropriate and ask the student to stop.
3. The teacher may redirect the child to another activity.
4. The teacher may warn the child that the behavior he/she is exhibiting is unacceptable and describe the consequences that will follow if the behavior continues.
5. The teacher may guide the child in resolving conflict with peers by engaging in a conversation about the problem and helping the child identify appropriate solutions.
6. The teacher may escort the child out of the classroom in cases of extreme emotional upset.

In all situations, each child will be treated with respect, and never publicly humiliated in front of his/her peers. In cases of extreme misbehavior, a meeting with the parents will be held to discuss an individualized behavior plan. This will all be discussed at a parent meeting, with an age appropriate action plan.

## **Field Trips**

Field Trips are considered an extension of the school's curriculum and permission forms are signed at enrollment. Parents will be notified of specific field trips as they are planned. Parents who do not wish to have their child participate in a specific field trip should notify the school.

## **Birthdays**

The staff believes that birthdays are a big part of a preschooler's life and we want to help them celebrate at school with their peers. Children are welcome to bring a treat to school to share. Child friendly and healthy snacks are preferred. Parents are welcome to join the celebration at the school. If you are sending out invitations to your child's home birthday party, you may bring them to school to be passed out provided \*every child\* is getting one. With illness fluctuation, this policy may have some minor changes, but we will keep you up to date.

## **Illness and Medications**

Please keep your child home until they have been fever-free and have not vomited for 24 hours. If the child is ill and is prescribed medication, typically the child may return to school 24 hours after starting the prescription. A complete list of illnesses may be found at the end of this handbook.

Per USD 322 BOE policies, students needing over the counter medication must have a statement of permission from the parent/guardian. The medication must be in the original container when it is brought to school and will be kept in a locked container. If taking a prescription, the doctor's office must send a note stating the directions for giving medications. Staff members cannot furnish medications of any kind.

If a student is injured or becomes ill at school, he/she is to report to the teacher and may be sent to the office. If a student is running a temperature or vomiting, the student cannot stay at school to expose others. If the parent/guardian is not available, a contact will be made with one of the persons listed on the emergency information card completed at enrollment. It is imperative that the school has updated contacts. The school nurse is on duty from 8:30-10:30 every day but Thursdays.

***This handbook is meant to be an abbreviated version of USD 322 policies, rules and regulations. Should a discrepancy between board policy and any language in this handbook arise, district policy supersedes this handbook.***

# Illness Exclusion Guidelines for Students

Conditions for Exclusion from School	Conditions for Returning to School
Fever: oral temperature of 100°F or Axillary ( <i>armpit</i> ) temperature of 99°F.	Free of fever for 24 hours without the use fever reducer medications
Vomiting	Free of Vomiting for 24 hours
Diarrhea, 2 or more water stools within a four hour period.	Free of diarrhea for 24 hours
Pink or red conjunctivitis with white or yellow discharge to one or both eyes (e.g. <i>bacterial conjunctivitis known as pink eye.</i> )	May return 24 hours AFTER treatment has been initiated
Severe cough that is disruptive to the students' ability to learn.	Cough is controlled or the student is no longer coughing.
Untreated lip or face sores that have discharge of any kind (e.g. <i>impetigo</i> )	May return 24 hours after treatment has been initiated. Lesions must be crusted with no visible drainage.
Head Lice	After hair has been treated including free of live lice.
Known contagious diseases as defined by the Kansas Department of Health and Environment K.A.R. 28-1-6 <a href="http://www.kdheks.gov/epi/download/KAR_28.1.6.pdf">http://www.kdheks.gov/epi/download/KAR_28.1.6.pdf</a>	Follow KDHE requirements for exclusion

# Onaga Elementary School Preschool Tuition Contract

I am hereby enrolling my child \_\_\_\_\_ in the USD 322 Preschool Program at Onaga Elementary School for the **2023-2024** school year. I understand that I am obligated to pay the tuition fee approved by the USD 322 Board of Education to keep my child enrolled in the program.

The tuition payment will be due a month in advance on the following dates:

Aug 17	\$75		Jan 5	\$150
Sept 5	\$150		Feb 5	\$150
Oct 5	\$150		Mar 5	\$150
Nov 5	\$150		Apr 5	\$150
Dec 5	\$150		May 5	\$75

*\*\*August and May you will be charged for a half month.*

Check the payment option you plan to follow for the **2023-2024** school year:

\_\_\_\_\_ I will pay \$150 per month by the due dates listed above.

\_\_\_\_\_ I will pay \$675 per semester on August 17 and January 5.

\_\_\_\_\_ I will pay \$1350 for the year on August 17.

A returned check fee of \$30 will be charged for all returned checks. After one insufficient check, cash or money order will be required for all future payments. A \$10/day late fee will be applied if not paid by the 7th. If 2 months worth of tuition payments are not collected, the student will not be allowed to attend preschool until payment is received.

Students seeking a slot within the program must meet the age requirements set out in the handbook. If enrollment sizes reach the capacity limits, preference will be given to in-district students meeting the other criteria. Other students will be eligible to sign-up for the waitlist.

I understand that late or missing enrollment payments could result in my child losing his/her slot in the preschool program.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Parent Social Security Number