

# Bowman County Pre-Kindergarten Handbook 2020-2021



## Pre-K Team

Pre-K Head Teacher: Mrs. Amy Burke

Work: 523-3358

E-mail: [amy.burke@k12.nd.us](mailto:amy.burke@k12.nd.us)

Home: 523-4900

Pre-K Co-Teacher: Mrs. Macy Burke

Reading Strategist: Mrs. Kelsey Brosz

Speech Pathologist: Mrs. Brenda Osendorf & Mrs. Taylor Williams

English Language Learners: Ms. Abby Nohava

PK-6 Principal: Mr. Mitch Strand

Note: Bowman County Preschool at its option, may change, delete, suspend, or discontinue parts of the handbook in its entirety, at any time without prior notice. Pre-School will follow any policies adopted by the BCSD not mentioned in this handbook.

## Bowman County Schools Mission Statement

Our mission is to empower individuals to succeed in a changing world.

# **Bowman County Pre-School Calendar 2020-2021**

# Bowman County Schools 2020 - 2021 School Calendar

Approved 2/12/20



August 2020						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 7 days
- RESIP June In-Service - Jun 2 & 3
  - 6 New Staff In-Service
  - 17 Staff In-Service
  - 19 Not Day of student instruction

September 2020						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 21 days
- 7 No School - Labor Day
  - 25 Early Out Professional Development

October 2020						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 20 days
- 16 End of 1st Quarter
  - 22 No School - Teachers Conv.
  - 23 No School - Teachers Conv.
  - 29 Parent Teacher Conferences
  - 30 Early Out Professional Development

November 2020						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 18 days
- 11 No School - Veterans Day
  - 25 Early Out Professional Development
  - 26 No School - Thanksgiving
  - 27 No School - Thanksgiving break

December 2020						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 14 days
- 22 Early Out, End of semester and last day of school before Holiday Break

19 days

- 1 No School - New Years Day
- 4 Classes Resume
- 8 Early Out Professional Development
- 18 No School - Martin Luther King Jr. Day

January 2021						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18 days

- 5 Early Out Professional Development
- 11 Parent Teacher Conferences
- 12 Early Out Professional Development
- 15 No School - Presidents Day
- 19 No School - Winter Break

February 2021						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

19 days

- 4 No School
- 5 No School
- 12 Early out, End of 3rd Quarter
- 18 No School - Spring Break
- 19 No School - Spring Break

March 2021						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18 days

- 2 No School - Good Friday
- 4 Easter
- 5 No School - Easter Monday
- 19 No School
- 29 Early Out Professional Development
- 30 No School

April 2021						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

17 days

- 14 No School
- 26 Last day of school
- 27 Storm Day
- 28 Storm Day
- 30 High School Graduation
- 31 Memorial Day

May 2021						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1st Semester	84 days
2nd Semester	91 days
<b>Days of Instruction (175)</b>	<b>175 days</b>
Holidays (3) (Labor Day, Veteran's Day, Thanksgiving)	3 days
Parent Conference Days (2) (Oct 29 & Feb 11)	2 days
In-Service Days (3) (June 2 & 3, Aug 17)	3 days
Storm Days (2) (May 27 & 28)	2 days
<b>Early Out - 16 hours of PD training</b>	<b>Total Days 182 days</b>

Slight changes to the 2020-2021 Calendar for Pre-K

Open House	Teacher will meet separately with each family
1 <sup>st</sup> Day of Preschool	August 19 (same)
P/T Conferences-	October 29, 30 and February 11, 12
Thanksgiving Break	November 25-27 (due to early out)
Winter Break	December 22-January 3 (due to early out)
Preschool Resumes	January 4 (same)
April Break	April 29 (due to early out)
Last Day of Preschool	May 20, 2020
Preschool Graduation/Program	May 25, 2020

## Daily Schedule

Morning Group		Afternoon Group
8:00-8:05	Student Drop-Off	12:00-12:05
8:05-11:05	Instructional Day	12:05-3:05
11:05-11:10	Student Pick-Up	3:05-3:10

\*Activities will be based on the ND State Standards for preschool.

## Enrollment

As recommended by the Department of Public Instruction children must be 4 years of age before August 1 to enroll in preschool. Any child (ages 3-5) receiving special education services have priority. All children are recommended to have a developmental screening before starting the school year. If at any time throughout the year we receive a new special needs student, we may have to adjust hours of other students. All enrollment forms will be given to you prior to the first day of school. The enrollment forms are due before child may attend school. You must also turn in a copy of your child's immunization forms and a copy of your child's birth certificate. You will be required to list individuals whom are allowed to pick up your child. Your child will not be released to an individual whom is not on your list, unless you have given us a written authorization.

## Tuition

- Tuition is based off a yearly-payment of \$675. Tuition paid in-two payments will receive a discount of \$50. The first payment is \$300 for the first semester due the first day of school; the second installment payment is \$325 due January 4<sup>th</sup>.
- Students qualifying for Free and Reduced Lunch will be charged a tuition of \$450 with no early payment discount.
- Students qualifying for an Individualized Education Program (IEP) with the Special Education Department are not required to pay tuition. Students will still be required to pay for milk and snack.
- Families with multiple students enrolled (non-IEP) will receive a 25% discount.
- Payment is available as 9 monthly installments of \$75 (\$50 for Free and Reduced Lunch). First payment is due on or before the first day of school. Following payments are due on the 15<sup>th</sup> of the month with the second payment due September 15<sup>th</sup> and the last payment due April 15<sup>th</sup>.
- Failure to pay may result in forfeiture of your student's slot.
- If a student withdraws during the school year and has paid the full-tuition, a refund will be given based off the pro-rated yearly-rate of \$675 based on the number of school days remaining after withdrawal.

## Medication/Prescription Use

Any student whose parent or guardian requests that he/she be given any prescription or non-prescription medicine (drug or vitamin), shall follow the procedures of the Bowman County School's Policy-Parent Request for Medication Administration. Forms will be available at the fall open-house.

## Communication

Communication is key, so please feel free to send notes, e-mail, call, set up an appointment outside of school hours, access our school's homepages at [www.bowman.k12.nd.us](http://www.bowman.k12.nd.us), or use Class Dojo.

### Contact Information

School number: 523-3358 (MS Offic) (7:45-3:45)

Home number: Burke 523-4900 (7:00 am–8:45 pm)

E-mail: [amy.burke@k12.nd.us](mailto:amy.burke@k12.nd.us)

Website: [www.bowman.k12.nd.us](http://www.bowman.k12.nd.us)

## Discipline

Researched behavior programs Love and Logic and Zones of Regulation will be used in the classroom. In the event your child is acting inappropriately, we will discuss with your child a more acceptable behavior, and why or what he/she did was inappropriate. If a change in behavior does not arise, a short time-out in which your child is set aside in a classroom away from the rest of the children will take place. If the problem still persists, we will make a phone call to you, asking you to pick your child up for the remainder of the day. **If this is not effective, the parents may be asked to remove the child from the program.**

## Illness

If your child is ill with a fever, flu or any other contagious illness, please refrain from bringing your child to class that day. If your child becomes ill during school, we will notify you immediately and ask you to pick your child up. Please do not bring your child to class within 24 hours of a fever of 100.3 or higher or vomiting.

## Toilet Training

Your child must be toilet trained. It is not the school's responsibility to toilet train the students. If your child has a medical condition or is on an Individual Education Plan (IEP), the school will make reasonable accommodations for your child. Please provide a spare change of clothing in a labeled Ziploc bag in case of accidents. This extra set of clothes will be stored in your child's backpack.

## Snack/Milk

Snack will be provided for \$1 a month. It can be paid monthly or a yearly fee of \$9. Milk will be provided for \$2 a month or a yearly fee of \$18. If writing a check, please pay these two items separately to help ensure they are placed in the correct accounts in the office. If you do not pay on time your child will not be provided a snack or milk. If your child is a picky eater or has food allergies, please provide your own healthy snack. Examples of healthy snacks include crackers, cheese, fruit, veggies, pretzels, etc.

## Personal Toys

Unless we are doing a special activity and children are asked to bring toys to school, we request that all toys be left at home. If your child has an emotional attachment to something, it may be brought if you visit with us first. However, it will need to remain in the coat area and not in the main part of the classroom.

## Transportation

**Morning:** If you have a child already on a Bowman County School bus route, your child may ride the bus to school. Their sibling must walk them to the preschool building.

**Afternoon:** If you have a child already on a Bowman County School bus route (excluding Rhome routes), your child may ride the bus home, an adult will escort your child to the bus.

Please make sure students are dressed for the weather.

**Release of Children:** Your child may only be released to authorized individuals you have listed with the school.

Transportation Options: The Southwest Public Transit will pick children up and drop them off for a \$1 fee per pick up. Please contact them for more information at 523-3241.

## Arrival and Pick-up

Please be prompt on your arrival and pick-up times. If you are running late please call and inform us or make other arrangements in which we are informed. Morning class please do not drop off your child before 8:00 a.m. Please pick up your child at 11:05. If late pick-up becomes a problem a \$5 a day fee, may be added to your fees. Afternoon class please do not drop off before 12:00 and please pick up by 3:05.

## Absentee Calls

If your child will be absent from school for any reason, please communicate with the teacher a.s.a.p. You may call the Bowman County School at 523-3358.

## **Conferences**

Parent teacher conferences will be twice a year. During this time, we will be going over student progress. If you have another child that attends the Bowman Campus, your conference will coincide with the school calendar. If your child does not, it will be scheduled for the Friday after.

## **Attire**

Please dress your child appropriately for North Dakota weather. We ask that if there is moisture on the ground that your child wear boots and snow pants. These items work wonderfully as a mud barrier. Also, our classroom is very active and we do paint, so please dress your child in something comfortable and stainable. Closed toe shoes work the best for recess and our active play in the classroom.

## **Birthdays**

Our class will celebrate birthdays. If you would not like your child's birthday to be celebrated in school, please notify the teacher. Just a reminder, it is school policy that birthday invitations cannot be handed out on school property. So please distribute them out at a different time. Treats are always welcome!

## **Book Orders**

Book orders are optional and will be sent home sporadically throughout the year. If you would like to purchase anything from the order, please make checks payable to Scholastic. We do get points to purchase materials for our class with the money. Ordering books online will be an option also. Go to [scholastic.com/readingclub](http://scholastic.com/readingclub) set up your own username and password. Use a onetime class activation code of GKMKB for Mrs. Burke's classroom.

## **Field Trips**

Throughout the school year, we will be taking some field trips. We may visit the newspaper, radio station, post office, or local museum. Social stories will be used to prepare children for these events. If you would like to volunteer during these events, please contact your teacher.



## **Folders**

Our class folders will be a communication device, so please check your child's folder every night. If there is something to be returned it will be labeled with a place to sign it or with homework.

## **Homework**

Homework will be a sheet containing items to focus on during the week. Homework will be activities to do together and not a lot of paper and pencil. Some examples of homework will be read to your child, have your child set the table and ask your child their favorite part of the book. Homework will not be every night. Please check your Power School account to see if anything is due or missing. If you have any questions, please notify us. It is important to start building appropriate homework habits at a young age.

## **Label**

We ask that you label all items that go to school, especially snow pants, hats and gloves. This way if they get misplaced, we can return the item to their owner. A reminder that what comes to school may not come back.

## **School Cancelation/Late Starts/Early Dismissals**

Closing of school prior to the regular dismissal time due to storms will be done by using our instant alert system. We will be using this communication system in the event school needs to be cancelled, start at a later time, or in the event school needs to be let out early. This system will call, text, or email all parents/students at their home when school will be cancelled or start late in the morning. This system will also call all parents at home/work, etc. when school is let out early in the afternoon. IF THERE ARE ADDITIONAL NUMBERS YOU WOULD LIKE INCLUDED IN THE SYSTEM, PLEASE CONTACT THE SCHOOL WITH THIS INFORMATION.

**Late Starts:** When there is a late start, the morning session will be cancelled.

**Early Dismissals:** When school is dismissed early for Professional Development or weather, the afternoon session will be cancelled.

**Field Trip Permission**

Slip Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Preschool Session: \_\_\_\_\_

My Child has permission to attend the Preschool sponsored field trips. These trips will be held within the city of Bowman or the immediate area. These field trips will be properly supervised and held during the school day. No glass containers or suckers are allowed on the bus.

Parent(s)/Guardian(s) Signature: \_\_\_\_\_

**Parent Permission for Minors Picture and Name to Appear in Local Publication, Social Media, or Class Dojo.**

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

Please sign and check below to give or deny permission to have your child's picture and name appear in any local newspaper, social media, or Class Dojo. Please return this permission slip to your child's teacher so it can be kept on file. We will inform the local newspaper when they take pictures that you don't want your child's picture and/or name to appear in the paper.

\_\_\_\_\_ I give permission \_\_\_\_\_ I deny permission For \_\_\_\_\_

to have their picture and name appear in the local newspaper, social media, or Class Dojo for the 2019-2020 school year.

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

Date \_\_\_\_\_

**Handbook Acknowledgement:**

I have read the Preschool Handbook for the 2019-2020 school year and acknowledge that I understand what is expected of me as a parent of a preschooler at Bowman County Public School.

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

Date \_\_\_\_\_