

# New Discoveries Preschool Handbook

Where Lifetime Learning Begins



2019-2020

# **New Discoveries Preschool Handbook**

**Darren Tobey**  
Superintendent

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Preschool Director

## **New Discoveries Preschool**

**727 South 6th Avenue**  
**Broken Bow, NE 68822**  
**Telephone: (308) 872-5606**

**Stacie McMeen** - teacher  
**Jessica Gibbons** - teacher  
**MaKenna Lofgren** - teacher

Ms. Tami - paraprofessional  
Ms. Lisa - paraprofessional  
Ms. Amber - paraprofessional  
Ms. Steph - paraprofessional

**Danielle Valenti & Katie Custer** - Speech Pathologist  
**Erin Boldt-Reiff** - School Psychologist  
**Donovan Wagner** - Custodian  
**Deb Mayor** - Administrative Assistant

## **Bus Barn**

**872-2660**

## **Welcome to New Discoveries Preschool!**

We are so excited to share our passion for young children's learning with you. Our goal is that each day your child will come home every day bursting with excitement and anxious to tell you about the wonders they have discovered and the adventures they've had throughout the day. This handbook will help explain our program and things to expect during their time in our program. Our preschool is a positive learning environment for children. We look forward to partnering with you in your child's education.

### **Program Philosophy**

At New Discoveries Preschool, we believe that preschool children learn best in a child-centered educational environmental setting that is nurturing and developmentally appropriate. We provide a clean, safe, healthy environment where every child can develop emotionally, physically, intellectually and socially. We are committed to providing safety and security for all children. We will also encourage learning and growth through play in an environment designed so that children may strengthen muscles, build coordination, stretch imaginations and have fun! We believe that families are an important part of the educational process and encourage them to be active participants. You are your child's best teacher!

### **School Day**

Morning Preschool      8:00-11:00

Supervision of students will begin at 7:45 in the Sensory Room.

Afternoon Preschool      11:45 - 3:00

### **Goodbyes**

As difficult as it may be, make your goodbyes short and sweet, even if your child is crying. The longer your goodbye, the longer your child will cry. Teachers and staff are trained to handle these difficult but normal occurrences. They will comfort your child and involve him/her in an activity to ease them into their school day. Most of the time your child will have stopped crying before you have even left the parking lot.

## **Transportation**

Limited transportation may be available. Pick-up and drop-off locations are limited to one location. A copy of the busing contract is available in the Custer Center office. **For any schedule change in busing, example (sick child, appointment, etc) please notify the bus barn at 872-2660** and leave your changes with the transportation coordinator or leave a message on the answering machine at any time. The driver will check the messages before each route.

## **Behavior Management**

All preschool staff manages behavior in a non-punitive age appropriate manner. All staff has been trained in areas of behavior management and conflict resolution. All staff instructs children as to what they should do rather than telling them what not to do. Preschoolers will be encouraged to learn problem solving skills. Staff will use positive reinforcement while supervising children, encouraging them to participate and continue using appropriate behaviors. All staff will use positive praise to help guide your child and help them make good choices at preschool.

## **Preschool Curriculum**

New Discoveries Preschools uses the Teaching Strategies GOLD assessment and Creative Curriculum to prepare children for Kindergarten and a lifetime of learning. Teaching Strategies GOLD assessment is a state mandated assessment of child development and learning. It is a play-based, ongoing assessment that is designed for children birth through Kindergarten and it is used as part of their meaningful everyday experiences in the classroom or program system. It is inclusive for children with disabilities, children who are dual language learners and children who demonstrate skills beyond typical developmental expectations. It assists teachers in planning appropriate learning experiences and helping all children succeed. Creative Curriculum is a developmentally appropriate curriculum designed for early childhood education. It is designed to assist in daily planning to develop skills in the areas of physical, language, social/emotional, cognitive, literacy, mathematics, science and technology, social studies and arts.

## **Preschool Components**

### Arrival

Children usually arrive at different times but it is an important time of the day for a child to be properly welcomed to their classroom and to ease them into their school day. A member of the preschool staff will greet you and your child with a smile. 😊

### Circle Time

This group experience provides an opportunity for children to participate in calendar time, the Pledge of Allegiance, songs, fingerplays and other learning activities. Children learn to take turns, participate cooperatively in group discussions and most importantly to plan and anticipate the activities and events of the day, using a visual schedule. This is also a time for children to learn responsibility and ownership by participating in their daily classroom jobs.

### Music & Movement

We use music throughout the preschool day. It helps develop children's listening skills, works on following simple directions, it encourages creative expression, helps children transition smoothly between activities and it contributes to speech/language development.

### Story Time

Children are read to everyday in the preschool classroom. They have the opportunity to look at books individually and they are given opportunities to engage in books in small group and large group settings. Story time is a quiet time where we practice listening and it is a time where group interaction takes place. These early reading skills will help increase literacy skills which will in turn promote Kindergarten readiness.

### Work Time/Small Group

Work time gives children a chance to work in a small group setting, working on skills that are developmentally appropriate. We will provide age appropriate learning activities that foster your child's learning in the areas of fine motor, language, cognitive, literacy, mathematics, science, social studies and arts.

### Hand Washing

Children will have several opportunities to practice personal hygiene as they wash their hands frequently throughout the day. This teaches them self-help skills and independence.

### Snack & Lunch Time

Eating together provides a valuable social experience for preschool children. It is a time for children to experience new food, tastes and textures, learn about nutrition, learn self-help skills, practice good table manners and re-energize their body. You may also bring a special treat for your child's birthday if you wish. **Please let the preschool staff know if your child has any food allergies.**

Morning Class: An FDA approved snack will be provided to all New Discoveries Preschool students at no additional cost.

Afternoon Class: New Discoveries Preschool participates in the hot lunch program through Broken Bow Public Schools. A purpose of the school lunch program is to provide the students with well-balanced and nutritious meals. The meals can make an important contribution to the health and well-being of individuals by improving the quality of their diets and aiding in the development of sound food habits. The cafeteria is a classroom at New Discoveries Preschool. Conversations and lessons will be conducted during this time to build upon and expand language and social skills. Lunch is provided to all New Discoveries Preschool students at no additional cost.

### Center Time/Choice Time

Our classroom is divided into several learning centers such as Block Area, House Area, Reading Area, Art Area, Games and Puzzles Area, Sand/Water Table, Writing Area and Computer Area. They choose where they would like to begin play each day and they may play alone or with friends and use exploration to promote learning. This is a great time to teach sharing, social skills and problem solving skills.

### Outside Time

We will try to get kids outside every day. Young children love to move and need to move. Movement gives children an outlet for their energy and encourages them to use their bodies to express their feelings and imagination. Movement also helps develop muscle tone and coordination as well as learning to play cooperatively. We love to dance, play with parachutes, bean bags, balls and ride our tricycles as well as climbing and playing on playground equipment.

### Home Time

Bringing closure to the day is important for children. It is a time to share what they learned and enjoyed about the day. For the safety and protection of all children, teachers will only release your child to those you list on your child's release permission form.

### **Communication**

Communication between home and school is extremely important in order to ensure the success of your child. Please feel free to discuss any concerns you have with your child's teacher. New Discoveries Preschool gives many opportunities for parents to receive information on the progress of their child as well as activities at our preschool. Monthly calendars will be sent home with your child to keep you informed of important activities and information that will take place throughout the month. Home visits and Parent-Teacher conferences will be offered during the school year.

## **Confidentiality**

At New Discoveries Preschool, we will maintain confidentiality and respect all families' right to privacy. Personal information including medical records, family history and assessment information is stored in a secure location. Access to this information is limited to teaching staff, administrators and Nebraska Department of Education.

## **Diversity**

One of the most important things we do with our work with children, families, and students is to encourage recognition and acceptance of each individual's uniqueness. Diversity is experienced daily through music, literature, dramatic play and many other classroom activities. We also have students with disabilities whose inclusion enriches our program in many ways. At school, we observe most traditional American holidays. Please notify us if you do not wish your child to participate in these celebrations.

## **School Safety**

**School Safety** Once the school day begins, all exterior doors are locked. Visitors and students are required to gain permission to access the building and report to the front office.

## **Fire, Tornado and Crisis Drills**

We conduct 10 fire drills per year. Tornado drills are held 2 times a year, and one crisis drill is held during each semester. These drills are intended to help students develop and practice safe procedures in case of emergencies.

## **Program Policies**

Nebraska Law 79-444.01, requires that every child be properly immunized before attending school, unless excused by a medical doctor or minister, a copy of your child's immunization record is required upon registration to our program.



## Medication

Students who are required to take medication during the school day must comply with school regulations. Written permission is needed from the parent/guardian to give the student medication. A written order from a physician giving the details of the name of the drug, dosage, and time that the medication is to be taken is required. All medication is to be given to a member of our trained preschool staff when the student arrives at school. All medications must be in the original container.

## Signs of Illness

For the protection of all children and staff and for the comfort of your own child, we ask that children be kept home if they seem ill. If the child shows any of the following symptoms you will be notified to come pick up your child.

- Fever over 99 degrees F
- Significant cold symptoms, such as heavy, thick runny nose, severe cough, difficulty breathing and fatigue
- Diarrhea, vomiting or an upset stomach
- Undiagnosed rash or skin irritation
- Eyes that are red or have a discharge

If your child should appear ill or become injured while at school, the school nurse will be contacted. Every effort will be made to contact you or the person who you have designated as an emergency contact person.

## **Absences**

It is important to a child's success in school to have consistent attendance. *If your child will be absent due to illness or other reasons, please let preschool staff know as well as the bus barn (872-2660).* Thank you in advance for your cooperation.

## **School Closings or Delayed Opening Due to Weather**

Information about school closings or late starts will be broadcasted over the radio station KCNI 1280 AM, sandhillsexpress.com, NTV Channel 13, or by our school automated messaging system. **When a late start is called, there will be no morning preschool classes. If an early out is called, there will be no afternoon preschool classes.**

## **Classroom Information**

### Clothing Suggestions

Preschool can be a very messy experience.☺ Although, your child will wear a paint smock for many activities, they still seem to attract paint, glue and other natural substances. Play clothes and clothes that can be easily washed are suggested. Tennis shoes or other rubber-soled shoes can prevent falls during our outside time.

### What to Bring for your Child

If your child has a backpack or bag it would be beneficial to send it to preschool every day. This will be used to take home important papers, artwork and other personal items. A change of clothing could be packed in the backpack in case of spills or other accidents. Other items that will be needed will be listed on the Suggested Preschool Supply List. If you want to donate one or more of these items it would be very much appreciated.

**We look forward to having your child in our preschool as well as working with you as a partner in your child's education. This will be an exciting year for you and your child at New Discoveries Preschool, where lifetime learning begins!**

# **Broken Bow Public Schools Required Policies & Procedures**

## ***Protection of Pupil Rights***

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

### **1. Surveys**

- a. Surveys Created by a Third Party
  - i. This section applies to every survey:
    - (1) that is created by a person or entity other than a district staff member or student;
    - (2) regardless of whether the student answering the questions can be identified; and
    - (3) regardless of the subject matter of the questions
  - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
  - i. Sensitive information shall include:
    - (1) Political affiliations or beliefs of the student or the student's parent(s);
    - (2) Mental or psychological problems of the student or the student's family;
    - (3) Sexual behavior or attitudes;
    - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
    - (5) Critical appraisals of other individuals with whom respondents have close family relationships;
    - (6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
    - (7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or
    - (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
  - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
  - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.
  - iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
  - v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. Survey Inspection Requests
  - i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.

- ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
- iii. The principal shall respond to survey inspection requests without delay.

**2. Invasive Physical Examinations**

- a. The term “invasive physical examination” means:
  - i. any medical examination that involves the exposure of private body parts; or
  - ii. any act during such examination that includes incision, insertion, or injection into the body; and
  - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
  - i. required as a condition of attendance;
  - ii. administered by the school and scheduled by the school in advance; and
  - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:
  - i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
  - ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
  - iii. is otherwise authorized by Board policy.

**3. Collection of Personal Information from Students for Marketing**

- a. The term “personal information” means individually identifiable information including:
  - i. student’s and parent(s)’ first and last name;
  - ii. home or other physical address;
  - iii. telephone number; and/or
  - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
  - i. post-secondary education recruitment;
  - ii. military recruitment;
  - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
  - iv. student recognition programs.

**4. Inspection of Instructional Material**

- a. Definition
  - i. The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).

- ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.
- d. Building principals shall respond to inspection requests within a reasonable amount of time.

**5. Notification of Rights and Procedures**

- a. The superintendent shall notify parents of:
  - i. this policy and its availability upon request from the office of the district;
  - ii. how to opt their child out of participation in activities as provided for in this policy;
  - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
  - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: June 19, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

***NOTICE OF PARENTAL RIGHTS***

The Family Education Rights and Privacy Act (FERPA) provides parents and guardians certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the day the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If you believe one of your student's records is inaccurate, you should write the school principal, clearly identify the part of the record you want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested, it will notify you of the decision and advise you of your right to a hearing regarding the request for amendment.

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if it were disclosed. For example, an athletic program that lists the names of team members and their heights and/or weights and an academic program that lists the names of students receiving academic awards both contain directory information. So do other school district publications and the district's web site. Directory information includes the following information about a student:

- Name and grade
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information about your student(s) can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

**You have two options:**

**If you *DO NOT OBJECT*** to the disclosure of directory information about your student, you do not need to do anything.

**If you *OBJECT*** to the disclosure of any directory information about your student, you should write a letter to the principal at the building where your student(s) attend(s) school. This letter should specify the particular categories of directory information that you do not wish to have released about your child or the particular types of outside organizations to which you do not wish directory information to be released. This letter must be received by the school district no later than the last Friday in August.

***Non-directory Information.*** Please be aware that all of the other personally identifiable information about your student(s) that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except: (1) in accordance with the provisions of FERPA and regulations, (2) in accordance with state statutes and regulations, or (3) in accordance with your written instructions.

**Internal Use of Information.** Whatever choice you make, the school district will be able to use this directory information for internal school purposes and to share it with other education institutions in accordance with law.

**Transfer of Records Upon Student Enrollment.** Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform you when it makes a disclosure under this provision.

**Complaints.** You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

***Notice of Nondiscrimination***

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Darren Tobey  
Title: Superintendent  
Address: 323 North 7<sup>th</sup> Avenue, Broken Bow NE 68822  
Telephone: 308-872-6821  
E-mail: darren.tobey@bbps.org

For further information on notice of nondiscrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053–Nondiscrimination.