

# Cambridge Public School



# Preschool Parent Handbook

2017-2018

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This handbook is to be used in conjunction with the 2017-2018 Cambridge Public School Student-Parent Handbook. Please contact the school if you have any questions regarding either handbook.

## **Cambridge Public School Mission Statement**

The mission of the Cambridge Public Schools, in partnership with family and community, is to prepare all students as life-long learners for success by providing quality, innovative opportunities in a safe, supportive environment that fosters mutual respect and trust.

## **Preschool Mission Statement**

Our mission is to encourage and nurture the cognitive, physical, social, and emotional development of preschool children through developmentally appropriate and engaging activities. We strive to create a safe, nurturing, and positive environment that fosters individual needs. We believe that all children possess the ability to learn through cooperative play and developmentally appropriate instruction.

## **Non-Discrimination Statement**

It is the policy of the Cambridge Public School not to discriminate on the basis of sex, handicap, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies, other agency-administered programs, and all related publications. If you feel you have been discriminated against, or have inquiries regarding grievance activities or compliance with Title IV, Title VI, or Section 504, contact Mr. Gregory Shepard, Superintendent at (308) 697-3322.

## **Admission Requirements**

Admission will largely be based on the child's birth date. However, children may be placed in other classes due to needs and availability of enrollment space.

A child born on or before July 31, 2014 will be enrolled in Preschool Prep (AM).

A child born on or before July 31, 2013 will be enrolled in Kindergarten Readiness (PM).

A child born on or before July 31, 2012 will be enrolled in Kindergarten.

Per state law (Rule 11), students who are eligible for kindergarten cannot be enrolled in preschool, although exceptions can sometimes be made if the child has an Individualized Education Plan (IEP).

## **Enrollment Priority**

The class capacity is 20 students per preschool class. If the class is full, a waiting list will be used on a first-come-first-serve basis, and in accordance with the enrollment priorities below.

Enrollment priorities give first enrollment rights to children who are most at-risk and most in need of early childhood education programs and services. These guidelines are provided by the Nebraska Department of Education. They include:

- Children whose family income qualifies them for participation in the federal free or reduced lunch program;
- Children who reside in a home where a language other than spoken English is used as the primary means of communication;
- Children whose parents are younger than eighteen or who have not completed high school; and
- Children who were born prematurely or at low birth weight as verified by a physician.

Once children who meet one or more of the enrollment priorities have a secured spot in the early childhood program, enrollment can be open to other children within the community.

## **Toilet Training**

The child must be toilet trained in order to attend preschool.

PLEASE NOTE: Toilet trained children must be able to urinate and have bowel movements independently with consistency. This includes wiping independently. Exceptions can sometimes be made if the child has an IEP.

## **Attendance**

The Cambridge Preschool will offer two sessions. Our first session is called Preschool Prep and runs from 8:00-11:30 a.m. and the second session is called Kindergarten Readiness and runs from 12:10-3:25 p.m. The Cambridge Preschool will follow the Cambridge Public School calendar, in conjunction with our own which will be made available to you at your first home visit. Classes will run Monday through Thursday each week. Your child is expected to be in attendance during these class times. Tardiness will not be tolerated.

## **State-Mandated Home Visits**

The Nebraska Department of Education requires that the district conduct at least two home visits per year for each child enrolled in the preschool program. The overarching purpose of home visits is to promote the home-school relationship and to engage families in their child's learning and development. Parents are a child's first and most important teacher, so it is important to partner with families to communicate information about their child's development in order to bridge the gap between home and school and create a more effective early learning experience. Parent-teacher conferences, although important, do not take the place of home visits.

## **School Closing**

In the event that Cambridge Public School cancels school, the preschool will also be cancelled. In the event of a 10:00 a.m. late start, there will be no morning preschool, but afternoon preschool will run as scheduled. In the event of a 2:00 p.m. dismissal, there will be no afternoon preschool, but morning preschool will run as scheduled. Look and listen for closing information on the news, radio, ASI alerts, or Remind101.

## **Tuition**

Currently, there is no cost to attend Cambridge Preschool. However, students will pay for school lunch, and there are a few requested supplies, which are listed in this handbook.

## **Supplies Needed**

There are a few supplies each student is requested to bring to school.

- Two containers of antibacterial wipes (Clorox, Lysol, etc.)
- Backpack (full sized, or at least big enough to take home papers and projects)

Each child should keep an extra set of weather-appropriate clothing, including socks and underwear, in their backpack at all times.

## **Pick-up and Drop-off**

You can pick up and drop off your child at the classroom door at the front of the school. It will be labeled, and will be the main entrance to the preschool. Busses will also be loaded/unloaded in front of the school.

Please be reminded of this school-wide policy: No student is to be in the school hallways or classrooms before 7:50am for morning preschool, or 12:00pm for afternoon preschool, and after school hours without proper supervision. Prior to that time, the school is not responsible for supervision of the students. Students will not be permitted to enter earlier unless the principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas. Exceptions will be made for students registered to attend the before/after school program.

## Academic Goals

In order to accomplish our mission, we will be using the Creative Curriculum. The long-range goals of the Creative Curriculum can be found in the table below.

Social/Emotional Development	Physical Development	Cognitive Development	Language Development
<p><b>I. Sense of Self</b></p> <p>1. Shows ability to adjust to new situations</p> <p>2. Demonstrates appropriate trust in adults</p> <p>3. Recognizes own feelings and manages them appropriately</p> <p>4. Stands up for rights</p> <p><b>II. Responsibility for Self and Others</b></p> <p>5. Demonstrates self-direction and independence</p> <p>6. Takes responsibility for own well-being</p> <p>7. Respects and cares for classroom environment and materials</p> <p>8. Follows classroom routines</p> <p>9. Follows classroom rules</p> <p><b>III. Prosocial Behavior</b></p> <p>10. Plays well with other children</p> <p>11. Recognizes the feelings of others and responds appropriately</p> <p>12. Shares and respects the rights of others</p> <p>13. Uses thinking skills to resolve conflicts</p>	<p><b>I. Gross Motor</b></p> <p>14. Demonstrates basic locomotor skills (running, jumping, hopping, galloping)</p> <p>15. Shows balance while moving</p> <p>16. Climbs up and down</p> <p>17. Pedals and steers a tricycle (or other wheeled vehicle)</p> <p>18. Demonstrates throwing, kicking, and catching skills</p> <p><b>II. Fine Motor</b></p> <p>19. Controls small muscles in hands</p> <p>20. Coordinates eye-hand movement</p> <p>21. Uses tools for writing and drawing</p>	<p><b>I. Learning and Problem Solving</b></p> <p>22. Observes objects and events with curiosity</p> <p>23. Approaches problems flexibly</p> <p>24. Shows persistence in approaching tasks</p> <p>25. Explores cause and effect</p> <p>26. Applies knowledge or experience to a new context</p> <p><b>II. Logical Thinking</b></p> <p>27. Classifies objects</p> <p>28. Compares/measures</p> <p>29. Arranges objects in a series</p> <p>30. Recognizes patterns and can repeat them</p> <p>31. Shows awareness of time concepts and sequence</p> <p>32. Shows awareness of position in space</p> <p>33. Uses one-to-one correspondence</p> <p>34. Uses numbers and counting</p> <p><b>III. Representation and Symbolic Thinking</b></p> <p>35. Takes on pretend roles and situations</p> <p>36. Makes believe with objects</p> <p>37. Makes and interprets representations</p>	<p><b>I. Listening and Speaking</b></p> <p>38. Hears and discriminates the sounds of language</p> <p>39. Expresses self using words and expanded sentences</p> <p>40. Understands and follows oral directions</p> <p>41. Answers questions</p> <p>42. Asks questions</p> <p>43. Actively participates in conversations</p> <p><b>II. Reading and Writing</b></p> <p>44. Enjoys and values reading</p> <p>45. Demonstrates understanding of print concepts</p> <p>46. Demonstrates knowledge of the alphabet</p> <p>47. Uses emerging reading skills to make meaning from print</p> <p>48. Comprehends and interprets meaning from books and other texts</p> <p>49. Understands the purpose of writing</p> <p>50. Writes letters and words</p>

## Power of Play

In accordance with state preschool requirements, we designate one third of our day to “free choice student-directed play.” Free choice means that the child can play where he/she chooses and can stay at that activity as long as he/she chooses. Student-directed means that although the teachers provide opportunities for children to explore new ideas and practice academic skills, the play is not prescribed, and the child is guiding his/her own ideas.

The word *play* is often used in a derogatory manner and is, to some, not considered a means of learning. In preschool, play gives children a chance to practice what they are learning. We don't just play with children – we play with a purpose, which means we deliberately embed strategies into play in order to enhance development across the five developmental domains (cognitive, communication, social-emotional, physical, and adaptive).

## Lunch

In preschool, lunch is considered to be an academic time of the day. If your child has food allergies, please let Mrs. Dodson know, so we can find an alternative option for your child. Preschool students will be served lunch at school. Preschool students will have a lunch account just like any other school student. It is the parent's responsibility to pay for the child's lunch account. Parents may apply for the free/reduced lunch program by calling the school office. If you do not wish for your child to eat school lunch, you are welcome to send a lunch from home for your child to eat at school. It is permissible for your child to eat lunch at home or at another childcare location, provided they stay at preschool during the entire school day (8:00-11:30AM or 12:00-3:30PM). Even if you opt to have your child eat elsewhere, it's part of the academic curriculum to discuss food, eating habits, nutrition, table manners, etc., and it's important that your child is present during lunchtime.

## Breakfast

Breakfast is available in the school cafeteria every day between 7:30-8:00 am. Preschool students who wish to eat breakfast at school are permitted to do so. Students are not permitted to bring breakfast from home to eat at school. Please finish eating before entering the classroom.

## Daily Schedule

<b>AM Preschool Prep</b>	<b>Daily Schedule</b>
8:00-8:25 (25)	greeting meeting / calendar / Pledge
8:25-8:55 (30)	recess / gym / gross motor play
8:55-9:15 (20)	story / project
9:15-10:30 (75)	free choice centers
10:30-10:50 (15)	music / movement
10:50-11:00 (15)	closing meeting / pack up

11:00-11:25	AM class eats lunch / load bus & dismiss at 11:30
11:30-12:00	Mrs. Dodson's lunch
12:10-12:35	unload bus at 12:00 / PM class eats lunch

<b>PM Kindergarten Readiness</b>	<b>Daily Schedule</b>
12:35-1:00 (25)	greeting meeting / calendar / Pledge
1:00-1:15 (15)	freestory / project
1:15-2:30 (75)	free choice centers
2:30-2:50 (20)	music / movement
2:50-3:20 (30)	recess / gym / gross motor play
3:20-3:25 (5)	closing meeting / pack up / dismiss at 3:25

## Appropriate Clothing

Your child will be active indoors and outdoors for as many days as weather allows. It is important for your child to be dressed in comfortable clothes that allow for movement and independence. During cold or wet weather, please ensure that your child has mittens, hat, coat, and appropriate footwear. If you have trouble acquiring these items, please let me know, and I will help ensure that the child gains access to these items. We will go outside every day that the "Feels Like" temperature is between 10°-90°F.

## **Transportation**

Transportation before 8:00am and after 3:30pm will be available and preschool students will ride the bus with the other school students. A combination pick-up/drop-off noontime bus route will also be available for preschool students who require in-town transportation to daycares. To discuss your child riding the bus, please contact Mr. Albers to set up an individual meeting. It is the parents' responsibility to contact the school if your child needs transportation. Arrangements can be made to deliver students to an alternate care provider if necessary.

## **Birth Certificate**

All parents must provide the school with a certified copy of their child's birth certificate. The state of Nebraska requires a birth certificate to be on file for a child to attend school.

## **Emergency Information**

It is important that the school be able to contact the parents/guardians in case of illness, emergency, or accident. Emergency information is on file at the school office. Please be sure to update any changes of address, phone numbers, doctors, or other caregivers. If a student develops symptoms of illness or is injured at school, parents/guardians/other designated persons will be notified.

## **Medications**

When students require medication during the day, the teacher must be informed. All medications need to be brought in their original containers with dosage directions attached. If medication is not brought in this way, it is against school policy to distribute the medication. This includes EpiPens, inhalers, and cough drops.

## **Illness**

Please do NOT send your child to school if any of the following symptoms are present:

- Fever over 100°F in the last 24 hours with or without medicine
- Vomiting or diarrhea in the last 12 hours
- Sore throat with fever
- Earache with discharge or fever

Students will be sent home with notification of parent/guardian if any of the following are present:

- Vomiting
- Fever of 100°F or more
- Too ill to function
- Accident at school requiring medical attention

## **Immunizations**

Immunizations required for kindergarten attendance include:

- 4 DPT
- 3 doses of Polio
- 3 Hepatitis B
- 3 doses of Hib
- MMR

If you have questions regarding immunizations, please contact the school's office.

## **Remind101**

Please sign up to receive Remind101 messages from me about school closings, or other important information. You can receive text messages or emails directly concerning your preschooler.

### FOR THE MORNING PRESCHOOL CLASS

1. On a computer or smartphone, go to [rmd.at/382g9c](https://rmd.at/382g9c) to sign up for email notifications.  
or
2. Text the message @382g9c to the number 81010 to sign up for text notifications.

### FOR THE AFTERNOON PRESCHOOL CLASS

1. On a computer or smartphone, go to [rmd.at/kfk4dk](https://rmd.at/kfk4dk) to sign up for email notifications.  
or
2. Text the message @kfk4dk to the number 81010 to sign up for text notifications.

## **Celebrations**

We are delighted to celebrate with your child! If you would like to bring treats to celebrate a birthday or other accomplishment, please contact Mrs. Dodson at least 2 days in advance. We ask that you be conscious to avoid common allergies such as peanuts.

## **Classroom Blog**

There will be a monthly blog update for parents to stay informed about what we're doing in the classroom. Parents will sign a photo release either giving or withholding permission for the teacher to post pictures of their child on the classroom blog. The web address for this classroom blog is [cambridgepreschool.weebly.com](http://cambridgepreschool.weebly.com).

## **Contact the Teacher**

I hope I'll be the first person you talk with about your child's education and development. Please contact me at [jill.dodson@cpstrojans.org](mailto:jill.dodson@cpstrojans.org) or 308-697-3322. You can leave a voicemail directly to my extension (ext. 110). Please do NOT use Facebook or my personal cell number to contact me about school-related things. Thank you for sharing your child with me!



**Notes:**

# Receipt of the 2017-2018 Preschool Handbook

This receipt acknowledges that I have read and that I am familiar with the 2017-2018 Cambridge Preschool Parent Handbook. I understand that the handbook contains the district's policies of non-discrimination and other pertinent information, and I agree to adhere to the program guidelines as described in the handbook.

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Parent's Signature

Date

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Parent's Printed Name

Student's Name

**Return to:**

Jill Dodson, Preschool Teacher  
Cambridge Public Schools  
P.O. Box 100  
Cambridge, Nebraska 69022