

Kensal Preschool Handbook



**Kensal Public School
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www.kensalschool.org**



Preschool Handbook Table of Contents:

Welcome.....	2
My Teaching Philosophy.....	2
Back to School Letter to Parents.....	3
First Day of School Supply List.....	4
Daily Schedule.....	5
Staff Information.....	6
Forms Required.....	6
Authorization & Drop Off/Pick Up.....	6
Emergency Procedures.....	6
Children with Special Needs.....	6
Nap Time.....	7
Birthdays.....	7
Book Orders.....	7
Monthly Letter.....	7
Weekly News.....	7
Field Trips & Water Hazards.....	8
Positive Guidance (discipline).....	8
Mandated Reporting.....	8
Holiday Parties.....	8
Homework.....	9
Meals (Breakfast, Lunch, & Snack).....	9
Parent/Teacher Conferences.....	9
Photographs.....	9
School Closings.....	9
Storm Home.....	9
Visiting School.....	9
Medications.....	10
When to Keep Your Child Home From School.....	10-11

Sign & Date Handbook Form and All colored forms attached



Welcome to Kensal Preschool.

Children need to be age 3 by **August 1**, of the current school year to attend. This date goes along with the kindergarten cut-off date and allows for two years of preschool prior to kindergarten. Also we require your child to be fully potty trained. Preschool meets two days a week for 3 year olds and three days a week for 4 year olds. All children attend on Mondays and Wednesdays with **4 year olds only (who will be entering Kindergarten in 2019-2020 school year)** attending Fridays.

My Teaching Philosophy:

I believe that children are individuals and that each child is unique. Every child comes into school with different experiences, needs and capabilities. Physical, social, emotional, and academic needs must all be addressed for a well-balanced program that will lay the foundation for a lifetime of learning.

I believe it is important to provide a safe, caring, supportive and flexible environment that allows students the freedom to experiment and explore by providing a variety of learning opportunities to try new ideas both for the individual and the class as a group.

I believe that learning is an on-going process that is built upon each day. I want children to be active learners, creative thinkers, to learn to make good choices, to be kind and responsible and to love coming to school each day.

I believe it is my job as a teacher to help children become independent, empowered learners, who feel valued and listened to. It is also my job to encourage and guide each child beyond his/her current level of understanding and to become confident and successful in school. I will work together with parents to reach these goals throughout the school year.

2018-2019 Preschool Information Kensal Public School



Start Date:

Monday, August 27, 2018

Preschool will meet on **Monday & Wednesday** for everyone and **Friday** for those headed to kindergarten next year (4 year olds).

Hi, my name is Stephanie Ramsey and I am so excited to be teaching your child preschool this year. I live in Sutton with my husband, Aaron, my daughters Amy (8), Heidi (6.5), our sons Luke (3.5), and Owen (8 mo.). I have been busy as a stay-at-home mother and farm wife full time for about 3 years and before that worked daycare as a head teacher for 3 years. I also taught preschool here in Kensal 4 years ago when Mrs. McKenzie had back surgery. I am so excited to watch your children grow this year. My e-mail address is: Stephanie.Ramsey@k12.nd.us . My cell phone number is 701-490-2181, I do like to text to keep in touch throughout the school year. Please take a moment to look through this packet. Fill out the information sheet and drop them back in the mail to the school please. This year we are going to do some fun activities: we will be using tablets at least once week (each child will have their own), exploring the library, utilizing the STEM Lab weekly. The 4 year old (going to kindergarten next fall) will starting each day in the kindergarten classroom this year. I am excited to meet everyone and get the school year started! We will have a fun back to school night on Aug. 21st at 4:30pm! I will be contacting families with information.

Mrs. Ramsey' s School Supply List 2018-2019

- 1—**FULL** Size Backpack (NOT the little toddler ones)
- 1—12 pack of Colored Pencils
- 2 – Play-Doh containers
- 1—24 pack of Crayons
- 1—10 pack of Classic Color Markers
- 3—Giant Glue Sticks
- 1 –White School Glue Bottle
- 1—4 pack Expo Dry Erase Markers
- 2—Pocket Folders—2 plain colored folders
- 1 – Spiral wide rule notebook



- *Boys – bring 1 bottle of hand sanitizer
- *Girls – Bring 1 box of Kleenex

- *Student will need to bring a daily snack for afternoon snack – you can send a zip-lock full
- *Large Paint shirt (old shirt from mom or dad works great)
- *Full change of clothes in a gallon zip-lock bag

**Please watch for notes saying your child needs a “refill” on his/her supplies—other wise we will see what we need at Christmas Break!*



Mrs. Ramsey' s

Daily Schedule

2017-2018

8:00 – 8:30: Breakfast is offered in the lunchroom.

8:30 – 9:00: Calendar / Circle time – Kindergarten Room

9:00 – 10:00: Group Activity Language Arts & Reading

10:00 – 10:30: Clean Up / Recess

10:30 – 11:15: Math

11:15 – 12:00: Lunch / Recess

12:00 – 12:45: Nap Time / Rest-Quiet Time

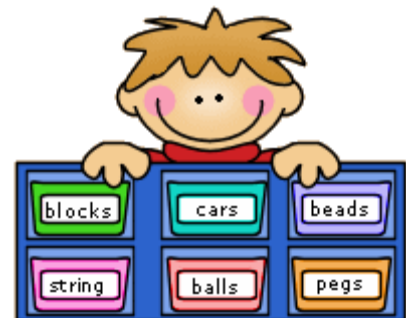
12:45 – 1:15: Hands on Quiet Tubs

1:15 – 1:30: Snack Break

1:30 – 2:00: Possible Gym – Computer – Art Project

2:00 – 2:45: STEM - Science

2:45 – 3:00 – Clean Up and Dismissal



Staff information:

At all times during the day your student will have a staff member present who is both CPR and First Aid certified.

Forms Required Prior to the First Day: *all records are kept confidential*

- Immunization Records
- Child Enrollment form (form provided)
- Health Record form (form provided)
- Parent Consent form (form provided)
- Any additional forms attached to this handbook

Authorization to pick up your child & pickup/drop off times:

Children will only be released to persons that you have listed on the required forms. If for any reason a person not listed will be picking up your child we will need a form of identification from said person and a signed note stating who will be getting your child that day. Students can be dropped off at school anytime between 8:00 – 8:30 am. School dismisses at 3:00 pm each day.

Emergency Procedures:

Fire drills will be held monthly to follow state requirements, and tornado drills will be held when the Kensal Public School practices theirs. We will follow all lock-down and lock-out procedures as per the school. In the event of an emergency we will evacuate to the north side of the school and parents will be notified by the school as soon as possible. Any medical procedures are handled by the office and they will be the ones contacting you with all information. I will do my best to be present if you need to pick up your child to explain what has been going on or has happened.

Children with Special Needs:

All children with a diagnosed special health need are required by licensing to have a current care plan signed by the parent/guardian. These plans must be updated yearly and be signed by your child health care provider.

Nap Time:

Students will have nap time daily from 12:15-1:00 pm. Students are not required to sleep but must rest quietly and not disturb those trying to nap. Each child will have their own mat but must provide their own blanket and small travel size pillow if they would like. One will not be provided.

Birthdays:

If your child would like to bring treats to school for their birthday, that is perfectly okay. Please keep in mind that some students have allergies to certain foods and try to make treats healthy if possible. Let me know ahead of time when you will be bringing treats. A quick text message will work fine. For students with summer birthdays, we will do a “half birthday” (December for June birthday, January for July birthday, and February for August birthday) or we can plan a day towards the end of the school year...just let me know which you prefer.

Book Orders:

Once a month I send home book order forms from Scholastic. We have a classroom account that parents can log into and order books online with a debit card, or a check can be sent back to school with the form. Our classroom earns points for free books with each order. Please let me know if you have questions or if you put in an order that will be a gift and you do not want your child to see.

Monthly Letter:

On the first day of class each month the school will send home the monthly calendar that will have activities on one side and meals on the other side; I will also be sending home an “Our Monthly News” letter so that you can see what your child will be learning that month.

Weekly News:

I send home a note on Monday / Friday with information about activities from the week and about upcoming events to inform you about how your child had been doing that week. Please let me know if there is anything else you would like to see on that note or if you would rather have a daily sheet.

Field Trips & Water Hazards:

We do not usually go on a field trip in preschool. If one does come up, a note and permission slip will be sent home in advance. A permission slip **must** be returned and signed for students to be allowed on a field trip. The preschool do not take part in any water or swimming activities but if for any reason that should change I must have:

-A parent permission form (that will be sent out prior to event) and a description of your child's swimming ability in writing before I will allow your child to use the swimming/wading pool.

-I will not be involved in any other activity other than directly supervising the child(ren) during water play, children will be kept in sight always during any form of water play.

Positive Guidance (discipline):

At all times staff will work to helping the student through positive reinforcement. Communication between the child and staff will be open and all times as well. After communication may fail then the child may have some quiet time to sit and think before returning to current activity. Keeping a child from activities is not something that we want to do and the child will be given the choice to change their behavior or to sit and at times will decide along with the staff as to what they feel is the best choice.

We will never use the following as discipline:

-Any form of physical punishment, withholding things such as food due to poor behavior.

Mandated Reporting:

Our licensing requires that all staff members are mandated reporters and they must report all suspected child abuse and or neglect as required by North Dakota Century Code 50-25. 1-03.

Holiday Parties:

We typically have a Halloween, Christmas & Valentine party in our room. Information is sent home ahead of time with specifics for each celebration. If you would prefer your child not be involved with any of these parties, please let me know. We don't typically have a very diverse population here, but if your beliefs prohibit participating in any of these celebrations, I understand and just ask that you let me know.

Homework:

Don't freak out...it will be fun stuff!! I send home a few family projects throughout the school year. I may also ask students to bring certain items to school for a theme or activity. A **STEM Bag** is one thing to watch for. 😊

Meals (Breakfast, Lunch, & Snack):

School prepares breakfast and lunch for students each day. A bill is sent out every month. Students need to bring a snack for themselves each day, school will provide milk that gets billed out with hot lunch. Free or reduced lunch applications are available in the office, just ask Dana.

Parent/Teacher Conferences:

I will be available during parent/teacher conferences three times this year. Watch daily note for date. If you would like to meet at any time during the school year, please let me know. Communication is key, and I want to help in any way I can to make school a pleasant experience for you as well as your child.

Photographs:

I LOVE to take pictures. There is a permission slip to sign that allows me to take photos of the children. Photos are used for projects and will not be posted on social media or used for other purposes without your signed consent form. Please make sure that if you do not turn in this form that you let me know.

School Closings:

Kensal Public School has an automated phone system that will call your house or cell phone with school information on events and closings. Contact the office to be added to the list. **Kensal School Phone Number: 701-435-2484.**

Storm Home:

Fill out the form with the information about a home for your child to go to in the event of an unexpected storm.

Visiting School:

Parents and Grandparents are welcome anytime. The front door of the school is locked during the school day for safety purposes. Push the buzzer and the office will let you in. All visitors need to check in at the office.

Medication:

All medication must be in the original bottle and if it is a prescription must state only the students name. All medications will be held and administered in the office by Dana. There will be at no time medicine in the classroom other than cough drops and those may NOT be kept in the students' lockers or shared with any classmates (siblings included). A signed not must accompany all medications that are brought to the school. Please Read the next section to learn about our policies with illness/infections.



When to Keep Your Child Home From School

GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS
PLEASE KEEP THESE GUIDELINES FOR FUTURE REFERENCE

It is sometimes difficult to decide when and how long to keep an ill child home from school. It is important to stay home while sick in order to decrease the spread of disease to others, and to prevent your child from acquiring any other illnesses while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses:

CHICKEN POX: A skin rash consisting of small, itchy blisters that leave scabs. There may be blisters and scabs all present at the same time. A slight fever may or may not be present. Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters. Even if your child has received the chicken pox vaccine, there is still a slight chance he/she may get a mild case.

COMMON COLD: Irritated throat, watery discharge from the nose and eyes, sneezing, chills and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

FEVER: If your child's temperature is 100 degrees or greater (or 1-2 degrees above the child's normal temperature) he/she should remain home until he/she has been without fever for a full 24hrs. Remember, fever is a symptom indicating the presence of an illness.

FLU: Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain at home until symptoms are gone and the child is without fever for 24hrs.

HEAD LICE: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are much easier to see and detect than lice. They are small white or gray, teardrop-shaped specks which are firmly attached to the hair shaft. They are usually found at the nape of the neck, behind the ears, and at the crown of the head. Your child should be treated with a lice-killing shampoo,

AND ALLNITS MUST BE REMOVED. Be sure to follow instructions on how to properly treat head lice.

IMPETIGO: Blister-like lesions that later develop into crusted pus-like sores, most commonly located around the nose and mouth. Your child should remain home from school until receiving 24hrs of antibiotic therapy and sores are no longer draining.

PAIN: If your child complains of, or behavior indicates that he/she is experiencing persistent pain, he/she should be evaluated by a physician before being sent to school.

PINKEYE (CONJUNCTIVITIS): A viral or bacterial infection of the eye causing redness and swelling of the membranes of the eye with burning or itching, watery or thick drainage, or crusting on the eyelids. Your child should remain home from school until receiving 24hrs of antibiotic therapy and

discharge from the eye has stopped. In the case that your physician believes it to be a viral infection and no antibiotic therapy is prescribed, your child is still contagious and should remain at home until drainage has ceased. Spread of the infection can be minimized by keeping the hands away from the face, good hand washing practices, and not touching any part of the eye with the tip of the medication applicator.

RINGWORM: A fungal infection that causes a flat, red, ring-shaped rash which may itch or burn. Your child should remain at home until receiving 24hrs of anti-fungal treatment.

SKIN RASHES: Skin rashes of unknown origin should be evaluated by a physician before your child goes to school. If a rash is not contagious can lead to the spread of the condition to others.

STREP THROAT AND SCARLET FEVER: Strep throat usually begins with fever, sore and red throat, pus spots on the back of the throat, and tender, swollen glands of the neck. Scarlet fever is indicated when a red skin rash and/or strawberry appearance of the tongue are present along with the other symptoms of strep throat. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving a full 24hrs of antibiotic therapy and until without fever or vomiting for 24hrs. Most physicians will advise rest at home for 1-2 days after a strep infection. Antibiotics ordered for strep infection should be taken for 10 days or until the medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS): Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until without vomiting, diarrhea or fever for a full 24hrs. If your child has had vomiting, diarrhea or fever during the night, he/she should not be sent to school the following day.

Consider keeping your child home if he or she has symptoms that prevent him or her from participating in school, such as:

- Excessive tiredness or lack of appetite
- Productive coughing, sneezing
- Headache, body aches, earache
- Sore throat

**CONSULT YOUR PHYSICIAN FOR THE MOST ACCURATE
DIAGNOSIS**

By signing this form, you as the parent/guardian and the provider agree to abide by the written policies as stated in this handbook.

Your child's Name: _____

Stephanie Ramsey

Teacher's Name (print)

Teachers's Signature Date

Parent's Name (print)

Parent's Signature Date

Parent's Name (print)

Parent's Signature Date

