

Early Childhood Special Education Preschool Parent Handbook

Westside Community Schools



2020-2021



Dear Families,

We welcome you and your child to the Westside Community Schools inclusive early childhood preschool program. The experience of this memorable year will be exciting and rewarding. We look forward to working as a team to support your child's development.

We have prepared this handbook to share some basic information about our preschool program, as well as some suggestions that can help you and your child as you begin the school year. Best wishes for a successful school year; we look forward to working with you.

Sincerely,

Kami Jessop

Director of Special Services

TABLE OF CONTENTS

District Information.....	4
• District Leadership, Important Numbers, Home-to-School Transition, Mission Statement, Belief Statements, School Closings, Nondiscrimination Statement, Safe School Plans/Drills	
Welcome.....	5
• Purpose and Philosophy	
Attendance Information.....	5
• Reporting Absences	
Classes and Calendar.....	6
• Preschool Classes, Preschool Calendar	
Enrollment Information.....	6
• Required Paperwork, Optional Paperwork	
Home and School Partnerships.....	7
• Home Visits, Home School Communication, Parent Volunteers, Family Activities, What Families Can Do	
Health and Medical Information.....	8
• Student Health, Medication at School, Medication Authorization, Immunizations, Communicable Disease Chart	
Nutrition Information.....	12
• Nutrition Guidelines, Snacks	
Program Information.....	12
• Curriculum, Daily Activities, Assessment and Reporting Progress, The Pyramid Model, Supply List, Celebrations, Birthdays, School Pictures, Media Release, Field Trips, Gifts to Staff Members, Student Insurance, Student Legal Name, Student Placement, Visiting Preschool	
Transportation and Arrival/Dismissal Procedures.....	16
• Transportation, Parking for Arrival and Dismissal, Changes in Transportation Arrangements	
Tuition and Fees.....	17
• Preschool Tuition, Tuition Due Dates, Preschool Fees	

DISTRICT INFORMATION

LEADERSHIP

Superintendent of Schools, Dr. Mike Lucas.....	402-390-2100
Director of Special Services, Dr. Kami Jessop.....	402-390-2100
Early Childhood Special Education Coordinator, Jeanette Lengemann.....	402-408-8438

IMPORTANT NUMBERS TO NOTE

District Preschool Office Administrative Assistant.....	402-390-6472
Transportation	402-390-2122
ECSE Classroom Teacher, Kayla Neumann.....	402-359-1654
ECSE Classroom Teacher, Amanda Smith.....	531-200-3513
ECSE Classroom Teacher, Kellie Hoyt.....	531-444-1530
ECSE Classroom Teacher, Jessica Lindgren.....	402-390-2257

HOME-SCHOOL TRANSITION

The information in this booklet contains information related to policies and procedures for our preschool program. The goal of the Westside Community Schools is to provide quality education for all students. This can only be accomplished through school effort and parent/guardian interaction and support. Therefore, we invite your questions and encourage your interest.

WESTSIDE COMMUNITY SCHOOLS VISION STATEMENT

Westside Community Schools will relentlessly pursue innovative educational ideals and promise to personalize learning for every student. We invite the challenge of developing a community of learners who embrace a broader, richer definition of success.

The mission of the Westside Community School District, as an innovative educational system, is to ensure academic excellence and to serve the unique needs of all learners.

NONDISCRIMINATION STATEMENT

The Westside Community Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination; Director of Student Services, Robert Aranda, at (402) 390-2107.

SAFE SCHOOL PLANS AND DRILLS

Drills and plans will be reviewed and conducted periodically during the school year to prepare staff and students for emergency situations. Fire, tornado, severe weather, and inside emergencies are examples of such drills.

WELCOME TO PRESCHOOL

We are pleased that you have chosen the Westside Community Schools Early Childhood Preschool Program for your child and your family. We recognize the importance of a high quality early childhood experience for all children and we also value the partnership with families. We realize that children learn both at home and at school, therefore our program is inclusive and family focused to facilitate child learning in all developmental (cognitive, language, physical and social/emotional) and content (literacy, math, social studies, science, technology, and the arts) areas.

PURPOSE AND PHILOSOPHY

The Westside Community Schools Early Childhood Preschool Program serves typically developing, at-risk, and children with special needs who reside in the district, ages three to five years. Service delivery models incorporate coaching, and evidenced-based developmentally appropriate practices in all settings. Students receive services at our community-based centers within district boundaries and inclusive classrooms at the Underwood Hills Early Learning Center.

Related services such as speech-language, physical therapy, occupational therapy, vision/mobility services, nursing, and deaf and hard of hearing services are available to children who qualify.

ATTENDANCE INFORMATION

REPORTING ABSENCES

Your child must attend class regularly for optimal learning. If it is necessary for your child to be absent, please call the Preschool Office at 402-390-6472 as soon as possible prior to the start of class. In addition, if your student receives specialized transportation services; please call Chief Transportation at (402) 392-2144 to report the absence.

Teachers begin their school day promptly in order to maximize instructional time. When your child arrives late it requires one member of the teaching team to interrupt classroom instruction to assist your child, which disrupts his learning and the learning of others.

Regular attendance is essential to a student's success in school. When at all possible, we ask that doctor and dental appointments as well as any other appointments for your child, be scheduled for times when your child is not in preschool.

If your child is not in attendance and if no contact is made with the Preschool Office, we will contact you to inquire about your child's absence.

If, after 10 minutes from dismissal, your child has not been picked up and no contact has been made with the parents, we will attempt to contact your child's designated emergency contacts. In the event that we cannot reach emergency contacts, law enforcement personnel may need to be involved to maintain student safety.

SCHOOL CLOSINGS

Cancellation of school takes place only during circumstances of extreme weather conditions, equipment failure or public crisis.

If school is canceled, delayed or dismissed during the day, you will receive a School Messenger phone message from the district the night before or the morning of the closing. We will also ask local radio and television stations to make the announcement. Information regarding school closings will also be available on our school website at www.westside66.org.

If weather conditions persist, students will not be released from school until conditions have improved. When conditions are favorable, they are released to parents/guardians or the adults listed on the student enrollment form.

CLASSES AND CALENDAR

PRESCHOOL CLASSES AND CALENDAR

The Westside Community Schools preschool program will include daily classes for the upcoming school year; one morning class (8:55 a.m. to 11:30 a.m.) and one afternoon class (12:30 p.m. to 3:05 p.m.), which meet Monday through Friday. A preschool calendar is developed and given to families for each school year and mirrors the district calendar as closely as possible.

ENROLLMENT INFORMATION

REQUIRED DISTRICT PAPERWORK TO BEGIN PRESCHOOL

1. **Student Enrollment Form** (which includes three emergency contacts)
 - Children new to the preschool program will complete the forms
 - Children who were in the program the previous year will update the forms
2. **Child Information Form**- the information you include on this form helps to familiarize the preschool staff with your child's interests and most current developmental levels
3. **Immunization Record**- A copy of your child's current and up-to-date immunization from your child's doctor. Your child's immunizations must be up-to-date before he or she can attend our preschool program. This is for the health and safety of all children in our preschool program. Your doctor may fax us a copy of the immunization records to 402-390-6478 or you may bring a copy to the Preschool Office.
4. **Certified Birth Certificate** - In accordance with state guidelines, we must have a copy of the birth certificate while your child attends our preschool program. If you are unable to produce a copy of the birth certificate, you may provide other reliable proof of the student's identity and age, which must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. The birth certificate should be brought to the Preschool Office prior to the first day of preschool. Upon review, we will make a copy of the birth certificate and return the original to you.

5. **School Health Screening Update** - This provides information about your child's current health status.
6. **Free and Reduced Price Meals Application.** This is required in order to be considered for a special tuition consideration, which may result in reduced preschool tuition where applicable.
7. **Media Release Form** – This form documents your consent to post your child's picture on his/her teacher's web page, to be used in district publications, or be used on the district's Early Childhood website.
8. **Proof of Residence** - (i.e. utility bill, lease agreement)
9. **Field Trip Form**

OPTIONAL PAPERWORK

Transportation Procedure and Permission Form – This form is only necessary for children who qualify for transportation. Upon completion, please return the form to the Preschool Office PRIOR to August 3, 2020. Your case manager will discuss transportation options at your IEP.

HOME AND SCHOOL PARTNERSHIPS

A minimum of 2 home visits will be scheduled with you throughout the school year. Your child's preschool teacher will schedule home visits with you. Home visits allow families and staff to support one another. You can typically plan for each home visit to last 20-30 minutes. Home visits are required in order for our preschool program to be in compliance with requirements from the Nebraska Department of Education.

Home visits:

- promote a strong relationship between families and teachers;
- build strong connections between home and school that support a child's success;
- provide an opportunity to discuss the teacher's goals and the family's expectations for the child;
- set goals for your child;
- create an opportunity to discuss any needs families may have.

You will be contacted at the beginning of the school year to schedule the first home visit. Your child's preschool teacher will contact you during the school year to schedule any remaining home visit(s). Preschool teachers and families will work together to find a mutually agreed upon time for each home visit. Parent-teacher conferences at school may be replaced with home visits.

HOME SCHOOL COMMUNICATION

Your child's teacher may provide a school to home folder or notebook as a means of communicating information. We ask that families review the information daily and return it to school the next day. Current information may also be found on the Parent Board located just outside of the classroom.

VOLUNTEERS

As part of the Westside Community Schools ongoing effort to keep our school safe, we do require background checks and/or criminal investigations on volunteers in accordance with the Fair Credit Reporting Act (FCRA). Findings may be cause for not allowing a person to volunteer in the school system. The cost of such background checks will be borne by the Westside Community Schools.

FAMILY ACTIVITIES

Family involvement in school activities promotes student success. Family involvement is an important component of our preschool program. Research shows that the most effective Early Childhood Programs are those that involve parents in meaningful ways. Throughout the school year, a variety of family involvement activities are planned. Special information about these activities will be shared with you. We encourage you and your child to attend these activities. Individuals needing special accommodations for attendance at preschool activities should contact the Office of Special Services at least one week before a preschool activity/event.

WHAT FAMILIES CAN DO

We value the important role that parents play in their child's education. Some ways for parents to support learning are to:

- Go to the library.
- Read stories daily.
- Go to the park or explore your backyard.
- Do simple cooking projects with your child.
- Give your child opportunities to help you at home.
- Play with your child.
- Limit TV and video games.
- Teach your child to take good care of toys and put them away.
- Encourage good health habits (washing hands with soap, proper use of tissue, brushing teeth, etc.).
- Eat healthy foods.
- Schedule an appropriate bedtime.
- Invite a friend to play.
- Display your child's work.
- Listen to and talk with your child.
- Show your child how you write to create lists and notes.
- Encourage exploration of different art media (paint, Play-Doh, tissue paper, construction paper, glue, scissors).
- Provide writing materials (crayons, markers, pencils, paper, cards).

HEALTH AND MEDICAL INFORMATION

STUDENT HEALTH

Regular attendance is important in your child's learning; however, a child who is ill or has symptoms of illness should be kept home until the parent/guardian is sure he/she is well enough to attend school. Children should be fever-free without medication for 24 hours before returning to school. If a child becomes sick during the school day, the parent/guardian is contacted to withdraw the child from school. **If sent home from school with fever, vomiting or diarrhea, in compliance with the 24 hour rule, a child should not return to school the following day.** Parents/guardians must list three people on the Student

Enrollment Form who can assume responsibility for the child if they are not available. It is a parent's responsibility to keep emergency contact information current. **Call the Preschool Office, 402-390-6472, as soon as possible if your child will be absent due to illness.**

After having a communicable disease or condition, a child must have written approval from a doctor before returning to school. A recurrence of a communicable disease (or condition) may result in a child being excluded from school until there is evidence the condition has been treated or eliminated. If the need arises during the year; the health consultant will be contacted to examine individual students.

MEDICATION AT SCHOOL

Every effort should be made to minimize the administration of medicine in schools. If at all possible, parents are urged to administer medication before school and/or after the child returns home. Medication refers to all drugs prescribed by a physician, as well as over-the-counter, nonprescription drugs (i.e., cold/cough preparations, analgesics-Tylenol/aspirin-lotions, cream, ointments- Calamine/Neosporin, antacids, vitamins or supplements, etc.). The responsibility for prescription, possession, and administration of a student's medicine lies with the parent/guardian and the physician. However, there may be situations that occur in which it is necessary for medication to be administered to a student during the regular school day.

The following safeguards are in place:

Prescription medications: when a student must take prescription medication, which has been prescribed by a licensed physician to be taken during the hours the student is in school, the following procedures are to be strictly adhered to:

- A. The staff trained in medication administration shall have a medication authorization filled out and signed by the parents or legal guardian and a physician's statement that denotes when the medication is to be taken and the amount.
- B. The medication must have a prescription-labeled by a pharmacy or licensed prescriber (must display student's name, prescription number, medication, dose, directions for administration, date and refill schedule, pharmacy label, and pharmacist identifying information). Please ask the pharmacist for a second, properly labeled bottle for school.
- C. The medication must be brought to the school by the parent or legal guardian and given directly to the teacher.
- D. Any medications left over at the time medication is discontinued or at the end of the school year must also be picked up by the parent or legal guardian.
- E. Only the amount of medicine prescribed by the physician will be dispensed at any one time. A note from the physician is needed to change the dose given.
- F. The person administering the medicine will ascertain that the student actually ingested the medication.
- G. The person administering the medication will document on the medication log and daily incidence log.
- H. The medication shall be stored in the locked cabinet.

I. All prescription medications must be counted and recorded on medication log.

If the physician orders that the student may “SELF CARRY” and “SELF ADMINISTER” Asthma Inhaler, Epi-pen, or Insulin and Glucose the physician, parent, and student must complete additional “self-management” paperwork.

Over-the-counter medications brought to school must be in the original container with the drug name, directions for use, and the expiration date clearly readable. This applies to ALL medications including items such as cough drops, Tylenol, Ibuprofen, cough syrup, sunscreen, diaper cream etc. Please ensure that the medication will not expire within the school year. Do not send bottles that contain more than 30 tablets. Medications not used on a regular basis will be sent home throughout the school year. The following procedures shall be followed:

A. The teacher shall have a medication authorization filled out and signed by the parents or legal guardian and/or a physician’s statement that denotes when the medication is to be taken and the amount.

B. The medication must be brought in the original bottle that clearly shows the medication name, expiration date, and directions for administration.

C. Any medications left over at the time medication is discontinued or at the end of the school year will be sent home with the student unless the parent or legal guardian prefers to pick up. Medication left at school at the end of the school year will be disposed of.

D. Only the amount of medicine prescribed by the physician will be dispensed at any one time. A note from the physician is needed to change the dose given.

E. The person administering the medicine will ascertain that the student actually ingests the medication.

F. The person administering the medication will document on the medication log.

G. The medication shall be stored in the locked cabinet.

- The medication administrator or health consultant has the responsibility of approving your child’s use of these medications. In the case of a child with special health care needs, the health consultant may request authorization from your physician.

- A licensed prescriber’s authorization will be required if:

- Your child requires more than 5 doses of acetaminophen and/or ibuprofen in a 30 day period;
- Your child requires more than 5 consecutive doses of acetaminophen and/or ibuprofen;
- In the judgment of the health consultant, your child is ill and not improving; or

Your child’s medication may be provided by a nurse, an unlicensed health technician, or other school personnel, determined competent to provide medication as required by Nebraska law.

MEDICATION AUTHORIZATION

In order for medications to be administered at school, a completed and signed Medication Authorization is required. Please see the copy enclosed in this mailing.

IMMUNIZATIONS

Nebraska law requires that children who attend preschool programs be adequately protected against specific childhood diseases through immunizations. Parents or guardians of each enrolled child are required to submit a copy of the child's immunization record, as proof that the child is protected by age-appropriate immunizations. The child's immunization record is requested prior to your child's first day of preschool and is required within 30 days of enrollment. Records can be faxed directly to the Preschool Office at 402-390-6478.

Summary of the School Immunization Rules and Regulations

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. . For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: http://dhhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 01/26/2018

A Waiver for Religious Determination, a notarized affidavit signed by the parent and stating that the immunization conflicts with their religious denomination and beliefs is accepted in lieu of the child's immunization records and must be received within 30 days of enrollment.

PROGRAM INFORMATION

CURRICULUM

The preschool program uses a comprehensive and integrated early learning curriculum designed to ensure success for today's preschool aged learners. The program is research-based and helps teachers build a community of learners. Through the use of comprehensive and thorough lessons with high interest activities, children are engaged with a flexible instructional plan that allows children to learn and explore at many different levels.

The Westside Early Childhood Programs incorporates the Teaching Strategies Gold Creative Curriculum System Birth to age 5. Developmentally appropriate practice requires teachers to teach in ways that match the way children develop and learn so as to promote their optimal development and learning. Our teachers make decisions about the education of children on the basis of three types of information:

- child development and how children learn.
- the individual strengths, needs, and interests of each child.
- each child's family and community cultures.

The Creative Curriculum is a research-based system that combines curriculum, assessment, professional development, and family connection resources. The curriculum is based on five fundamental principles. These principles are:

- Positive interactions and relationships with adults provide a critical foundation for successful learning.
- Social-emotional competence is a significant factor in school success.
- Constructive, purposeful play supports essential learning.
- The physical environment affects the type and quality of learning interactions.
- Teacher-family partnerships promote development and learning.

The Creative Curriculum is research-based on numerous objectives for development and learning. The curriculum helps guide teachers to determine the developmental progress of each child and plan appropriate learning experiences. The objectives fall under the categories of:

- Social-Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics

DAILY ACTIVITIES

A variety of developmentally appropriate activities occur daily in your child's preschool classroom.

Activities in your child's day include:

- Large group opening activities;
- Calendar and language development activities;
- Small groups;
- Work time/centers (choice);
- Gross motor/outdoor play; and
- Closing activities.

Children will have gross motor time and activities daily. Children are required to wear footwear that is appropriate for daily gross motor play. When weather conditions permit, daily gross motor time will occur outside. Please make sure your child is dressed appropriately for the weather.

ASSESSMENT AND REPORTING PROGRESS

Every child in our program is an individual with different interests, skills, strengths and needs. Our goal is to get to know as much as possible about each child so that we can guide learning. To do this, we use an authentic, ongoing, observation-based assessment system to gather information on each child's development and learning, known as Teaching Strategies GOLD.

The children are assessed three times each year (fall, winter and spring) utilizing Teaching Strategies GOLD, which includes on-going observations, samples of classroom work and family input. Home visits are conducted at least two times during the school year to encourage parental involvement and discuss each child's current performance and progress.

Teaching Strategies GOLD meets the Nebraska requirements for Results Matter, a comprehensive project that assesses child progress and collects longitudinal data and measures program quality of preschools.

SOCIAL AND EMOTIONAL DEVELOPMENT: THE PYRAMID MODEL

The Early Childhood Pyramid Model provides a framework of evidence-based practices that promote young children's social emotional competence, and prevent and address challenging behaviors. The model was designed as a promotion, prevention and intervention framework and is built on the foundation of a high quality workforce. The three tiers of the Pyramid Model include: high quality learning environments that have positive behavior expectations and predictable routines; the intentional teaching of social-emotional strategies such as play skills and emotional regulation; and individualized interventions for children who need a positive behavior support plan.

During the 2020-2021 school year the preschool team will participate in extensive training for implementation of the Pyramid Model. Information about the Pyramid Model will be shared with families throughout the school year.

SUPPLY LIST

Please send the following items to school with your child:

- 2 large box of tissues
- Personal water bottle- labeled with child's name
- Backpack (large enough for 8.5 x 11 paper)
- Diapers and wipes (as needed)
- 2 glue sticks
- 1 set of watercolor paints
- 1 box of crayons
- 1 set of washable markers
- 1 container of hand sanitizer
- 1 container of Clorox wipes OR 1 container of baby wipes
- Extra set of labeled clothes (The extra set of clothing should include shirt, pant, underclothes and socks. This is not only in case of an accident but may also be necessary when dry or clean clothing

might be needed after water play or active play when conditions warrant a fresh change of clothes. As seasons change, please remember to send an extra set of clothing that is appropriate for the weather)

We may need craft or other classroom items periodically. When items are needed, we will include a call for items in our weekly communication sheet and post on the parent information boards. If you are able to donate any requested items, please send them to preschool with your child.

Please make sure that everything sent to school for your child is clearly labeled with your child's name.

CELEBRATIONS

Our program believes that parents are the child's most important teachers. We believe that parents should teach their children about their culture, their values and their faith beliefs. Our classroom activities are developmentally appropriate, culturally sensitive, and inclusive of all children and families.

BIRTHDAYS

Your child's birthday will be acknowledged, but classroom birthday parties will not be held. If parents would like to do something special to acknowledge your child's birthday in preschool, they may:

- Donate a book and on the inside cover write your child's name and the date it was donated;
- Read a book to your child's preschool class;
- Share an activity with your child's preschool class;
- Provide a small, commercially prepared and individually wrapped treat; or
- Provide a small novelty item (eraser, notepad or other novelty prize type item) for your child's classmates.

If parents send an edible treat (it must be commercially prepared and individually wrapped) or a small novelty item, those items will be left in the Preschool Office and delivered to the classroom at the end of the day or during outdoor play.

Students are not permitted to hand out birthday invitations at school. Please keep in mind it is not necessary to send anything to the classroom for your child's birthday.

SCHOOL PICTURES

The Westside Schools contract annually to have pictures taken of school children early in the school year. Information regarding prices, times, and days are distributed by communications from your child's preschool teacher.

MEDIA RELEASE

In accordance with the Westside Community Schools Board of Education policies, student names and pictures may be released to news media outlets and in school publications. The District understands that some parents may not wish for photographs or names to be released.

Teachers in the Westside Community Schools have web pages that are updated frequently and often contain, with parent permission, photographs of students engaged in learning and other classroom activities. In addition, the district's Early Childhood Education web page includes pictures of children, with parent permission, engaged in learning and other classroom activities.

As a parent of a child who attends the Westside Community Schools preschool program, we will not include your child's picture on the web pages without your consent. Please complete the enclosed "Media Release for Preschool" form and return it with your child's other enrollment paperwork. Please understand that your consent for your child's picture to be posted on his/her preschool teacher's webpage and /or the district's Early Childhood Education webpage is voluntary and can be revoked at any time.

FIELD TRIPS

When a preschool class plans a field trip, the family is notified by letter and is required to return written permission before the student can attend. Occasionally, a parent/guardian may be asked to accompany the preschool class on a field trip; however, certain limitations may apply. Since a field trip is an extension of the school environment, it is important for the parent/guardian to know ahead of time what is expected:

- Only children who are members of the preschool class can participate in the field trip;
- Only the parent/guardian of the preschool child may accompany the class;
- Only a limited number of parents/guardians are able to accompany the class;
- Parents/guardians who participate in the field trip are expected to follow the teacher's directions; support the educational goals of the field trip, and comply with classroom and bus rules and expectations; and
- In alignment with district volunteer practices, a background check and district issued ID badge may be required prior to parent participation in the field trip.

STUDENT LEGAL NAME

The student's legal name is used on all official school information, student records, and cumulative files. This policy does not apply to names on assignments or student's desks.

VISITING PRESCHOOL

Visitors must use the PRESCHOOL ENTRANCE. For the safety of the students and the staff ALL doors remain locked at all times. Visitors are required to sign in and obtain a Visitor Badge from the Preschool Office.

Parents must make arrangements, in advance, with the classroom teacher for visits to the classroom and should be limited to less than one hour.

During visits, parents/guardians are advised to make other arrangements for younger children, as they can be distracting in the classroom. Please sign in at the Preschool Office before going to the classroom.

TRANSPORTATION AND ARRIVAL/DISMISSAL PROCEDURES

TRANSPORTATION

The district will provide door-to-door transportation only for those students who meet eligibility requirements. A completed transportation agreement must be turned into the Preschool Office no later than August 3, 2020, in order for your child's transportation to begin on the first day of preschool. Parents using district transportation are required to read the district transportation manual and sign appropriate permission slips.

PARKING FOR ARRIVAL AND DISMISSAL

If you are bringing your child to school and/or picking them up, adherence to the procedures below help to maintain an efficient drop off and pick up for all of the preschool students.

We ask that children arrive no earlier than 5 minutes prior to the classroom start time, as staff members are trying to prepare for your child's day in preschool. Because teachers are preparing for the day, we ask that you remain quietly in the hallway and wait for the preschool teachers to open the classroom door.

CHANGES IN TRANSPORTATION ARRANGEMENTS

If you need to make a change in your child's dismissal (e.g., another adult will be picking the child up from school or the child will be picked up from school rather than ride the bus), please contact the Preschool Office 402-390-6472 at least 45 minutes prior to dismissal. If someone other than the parent or those listed on enrollment forms will be picking up your child, they must provide photo ID and the parent must contact the preschool teacher to give permission. Your child's IEP case manager must make permanent or long-term changes in district-provided transportation. It takes a minimum of one week to complete these changes.

TUITION

TUITION AND FEES

Westside Community Schools' preschool program is funded through various funding sources. At this time, there is a minimal cost to families for children to attend our preschool program. When collected, fees are used to cover the costs of snacks and services to children and families and to help defray costs for our comprehensive program.

The following tuition fees will be used for the school year, as applicable:

Student	Fee
Tier I – Full Tuition	\$ 200 per month for 10 months (August – May)
Tier II – One Special Consideration*	\$ 100 per month for 10 months (August – May)
Tier III – At least two Special Considerations* or students who receive Special Education Services; or qualify for free lunch	\$ 0 per month

*Special Considerations: Financial scholarships may be available and are based on the following factors:

- Child has special education verification (IEP)
- Qualification for the free or reduced lunch program
- Mother under 18 years of age at child's birth
- Home language is a language other than English
- Child's birth weight under 5 pounds at birth (doctor verified)
- Child is in foster care or ward of the court (legal documentation required)
- Other factors considered on a per student basis

The Westside Community Schools will implement the Sliding Scale for Preschool Tuition as applicable. Information provided on your child's application is used to determine the tuition. The information you receive in the summer letter regarding your child's classroom placement will also include information about your child's tuition for the upcoming school year.

TUITION DUE DATES

For those families paying tuition, the tuition is due on the first of each month, with the exception of August, which is due August 15. When making your tuition payment:

- Please pay by check only and include your child's name on the Memo line
- Send your check via US Mail to: Underwood Hills Early Learning Center (9030 Western Ave. Omaha, NE 68114)

NUTRITIONAL GUIDELINES

NUTRITION INFORMATION

Children in each of the preschool classrooms will receive a healthy snack each day. Meals and snacks are required to meet the Meal Guidelines established for Child and Adult Care Food Program by the USDA Food and Nutrition Service. Parents may be asked to contribute snacks for the classroom as needed.

District Approved Snack List

Whether for consumption in the classroom or at school-sponsored meetings or activities, all foods must be safe for all students to eat. When deciding what to send, please choose from the list below and remember the following guidelines:

- **No homemade foods** are allowed for sharing or distributing for student consumption.
- Send items to school **in their original, sealed packaging bearing the ingredient label.**
- Double-check ingredient labels at the time of purchase to verify that there are no peanuts or tree nuts (e.g. almonds and walnuts) or cross-contamination statements. **Manufacturers' ingredients can change without warning.**

As always, please coordinate with teachers and administrators before bringing snacks into PK-6 classrooms.

This list does not cover all food allergens.

FRUITS/DRIED FRUITS

- **Fresh Fruit (GF)** – whole and uncut (bananas, apples, or clementines)
- **Sun Maid Raisins Individual Boxes (GF)** – Regular, Sour Lemon Golden Raisins, Sour Watermelon Golden Raisins, Sour Strawberry Golden Raisins

FRUIT SNACKS/APPLESAUCES

- **Mott's (GF)** – Fruity Rolls
- **GoGo Squeez Applesauce Pouches (GF)** – Applesauce on the Go, Organic Applesauce, Fruit and Veggies, Breakfast Snack on the Go, Yogurt on the Go, Blastz
- **Betty Crocker Fruit Snacks (GF)** – Scooby Doo Pouches, Fruit by the Foot, Fruit Gushers (Sour, Flavor Mixers), Fruit Roll-Ups

CHEESE

- **Kraft Cheese (GF)** – Cubes and Sticks
- **Frigo Cheese Sticks (GF)** – 12/21/1 oz. & 12/24/1 oz. Cheesehead String Cheese, 12/12/.833 oz. & 12/24/.883 oz. Cheesehead String Cheese Light, 12/12/.833 oz. Cheesehead String Cheese Swirls Cheddar and Mozzarella, 12/12/.833 oz. and 12/3/.833 oz. Cheesehead Snack Sticks Colby Jack
- **Horizon Cheese (GF)** – Shapes, String, Sliced

CRACKERS

- **Goldfish Crackers** – Baby Cheddar, Cheddar, Colors, Mix-Up, Parmesan, Pizza, Saltine, Whole Grain, Flavor Blasted Xplosive Pizza, Flavor Blasted Xtra Cheddar, Flavor Blasted Sour

Cream & Onion, 100 Calorie Pouches (Cheddar, Pretzel)

- **Nabisco Premium** – Soup & Oyster Crackers
- **Triscuit** – Original, Reduced-Fat, Hint of Salt, Garden Herb, Rosemary & Olive Oil, Triscuit Minis Original, Triscuit Thin Crisps (Original, Parmesan Garlic, Four Cheese)
- **Wheat Thins** – Original, Reduced-Fat, Hint of Salt, Ranch, 100% Whole Grain, Multigrain

GRAHAM CRACKERS

- **Nabisco Grahams Original**
- **Nabisco Honey Maid Graham Crackers**—Honey, Low-Fat Honey, Cinnamon, Chocolate, Low-Fat Cinnamon, Fresh Stacks
- **Teddy Grahams Graham Crackers** – Cinnamon, Honey, Chocolate, Chocolate Chip, Mini

COOKIES

- **Barnum's Animal Crackers Original**
- **Nabisco's 100 Calorie Packs** – Lorna Doone Shortbread Cookie Crisps
- **Newton's** – Original Fig, Fat Free, Whole Grain, Strawberry, Raspberry, Newton's Whole Grain Fig Minis, Newton's Fruit Crisp-Apple Cinnamon
- **Oreos** – Original **ONLY-NO OTHER FLAVORS**
- **Made Good Soft Baked Mini Cookies (GF)** – Apple Cinnamon, Chocolate Banana, Chocolate Chip, Double Chocolate

COOKIES CONT.

- **Enjoy Life Crunchy Cookies (GF)** – Chocolate Chip, Double Chocolate, Sugar Crisp, Vanilla Honey Graham
- **Enjoy Life Mini Cookies (GF)** – Crunchy Chocolate Chip, Crunchy Double Chocolate, Crunchy Vanilla Honey Graham, Soft Baked Chocolate Chip, Soft Baked Double Chocolate Brownie, Soft Baked Snickerdoodle
- **Enjoy Life Soft Baked Cookies (GF)** – Chocolate Chip, Double Chocolate Brownie, Gingerbread Spice, Snickerdoodle

MARSHMALLOWS

- **Campfire Marshmallows (GF)** – Mini and Regular – **Vanilla only**

CHIPS/POPCORN

- **Herr's Potato Crisps** – Aged Cheddar Ripple Cut Baked, BBQ Flavored Baked, Cheddar & Sour Cream Flavored Baked, Original Baked, Original Ripple Cut Baked, Sour Cream & Onion Flavored Baked
- **Popchips (GF)** – Barbeque Potato, Cheddar & Sour Cream, Hint of Olive Oil Veggie, Sea Salt Potato, Sweet Potato, Sour Cream and Onion
- **Utz Potato Chips** – BBQ, Cheddar & Sour Cream, No Salt, Regular, Salt & Pepper, Southern Sweet Heat BBQ, Carolina BBQ
- **Utz Ripple Potato Chips** – Regular
- **Utz Wavy Potato Chips** – Baby Back Ribs, Pit BBQ, Regular
- **Utz Low Fat Baked Tortilla Chips** – GF Organic Tortilla Chips (blue corn, white corn, yellow corn)
- **Wise Potato Chips** – Barbecue (kettle), BBQ, Cracked Pepper (kettle), Golden Original, Grilled Cheeseburger, Lightly Salted, Original (NY Kettle), Reduced Fat Barbecue (kettle), Reduced Fat Original (kettle), Unsalted
- **Wise Ridgies Potato Chips** – Barbeque, Cheddar & Sour Cream, Original, Sour Cream & Onion, Dill Pickle
- **Baked Ruffles** – Original, Cheddar & Sour Cream

- **Baked Lays** – Original, Sour Cream & Onion
- **Pringles** – Original, RF, BBQ and Snack Packs (original flavor only), Costco Snack Packs Original and Cheddar/Sour Cream
- **Skinny Pop Popcorn (GF)** – Original, Sea Salt and Black Pepper, White Cheddar, Real Butter, Sweet and Salty Kettle
- **Enjoy Life Lentil Chips (GF)** – Dill & Sour Cream, Garlic & Parmesan, Margherita Pizza, Sea Salt, Thai Chili Lime
- **Cape Cod** – Original, Sour Cream & Green Onion chips
- **Late July** -- Sea Salt Multi-Grain Tortilla Chips

PRETZELS/CHEESE PUFFS

- **Herr's Pretzels** – Stix, Extra Thin, Mini, Pretzel Rods, Whole Grain Pretzel Sticks
- **Utz Pretzels** – Butter Waffle, Nuggets, Pop'z, Rods, Wheels, Phineas & Ferb Shaped, Honey Wheat Braided Twists
- **Rod Gold Pretzels** – Thins, Sticks, Rods, Tiny Twists, Tiny Twists Cheddar, Tiny Twists Honey Mustard, Honey Wheat
- **Pepperidge Farm** – Goldfish Pretzels
- **Pirate's Booty Veggie Vegetable Snacks**
- **Pirate's Booty Cheese Snack (GF)** – Aged White Cheddar
- **Utz Cheese Balls (GF)** – plain
- **Wise Cheese Doodles** – Cheese (Crunchy-GF), Cheese (Mix), Cheese (Puffed Balls), White Cheddar (Puffed-GF)

GRANOLA BARS

- **Made Good (GF)** Granola Bars
- **Made Good (GF)** Granola Minis
- **Made Good Crispy Squares (GF)** – Chocolate Chip, Vanilla
- **Enjoy Life Baked Chewy Bars (GF)** – Caramel Apple, Caramel Blondie, Carrot Cake, Cocoa Loco, Lemon Blueberry Poppy Seed, SunSeed Crunch
- **Enjoy Life Protein Bites (GF)** – Cinnamon Spice, Dark Raspberry, Dipped Banana, SunSeed Butter

FROZEN TREATS

- **PhillySwirl ICEE Mix It Up (GF)** – Red & White Cherry, Green Apple & Watermelon, Blue Raspberry & White Cherry, Strawberry & Kiwi
- **PhillySwirl Swirl Cup with Candy Spoons (GF)** – Rainbow, Cotton Candy, Sunburst, Hurricane, Cherry Melon, Blueberry Jam
- **PhillySwirl Swirl Stix (GF)** – Cotton Candy, Very Berry, Orange Dream, Fruit Punch, Banana Split, Rainbow
- **Dole Frozen Fruit Bars** – Variety 12-Pack (Strawberry, Grape, Raspberry)
- **Luigi's Real Italian Ice (GF)** – 6-Pack Varieties; Cherry, Lemon, Lemon & Strawberry, Mango, Watermelon & Blue Raspberry
- **Minute Maid Frozen Juice Bars (GF)** – 12-Pack Varieties; Cherry, Grape, Orange
- **Outshine Frozen Pure Fruit Bars (GF)** – Strawberry, Acai Blueberry, Grape, Lemon, Lime, Mango, Peach, Pineapple, Pomegranate, Raspberry, Tangerine, Watermelon
- **Pop Ice (GF)** – 80 & 100 count (Assorted and Tropical Flavors)

JUICE BOXES

- **Juicy Juice (GF)** – Pouches and Boxes, all flavors
- **Honest Kids (GF)** – Pouches and Boxes, all flavors
- **Capri Sun** – Pouches, all flavors

DISTRICT APPROVED CANDIES

- **Dum Dums (GF)** – Assorted
- **Dum Dums Candy Canes (GF)**
- **Jelly Belly Candy Canes (GF)** – Tutti Frutti, Blueberry, Watermelon, Very Cherry, Orange, Green Apple
- **Spangler Candy Canes (GF)**
- **Saf-T-Pops (GF)** – Assorted, Swirl
- **Surf Sweet Candies (GF)** – Fruity Bears, Gummy Bears, Gummy Worms, Watermelon Rings, Sour Worms, Spooky Shapes (Organic Skulls and Ghouls), Jelly Beans, Lollipops
- **Sixlet Candies (GF)** – Fruity, Chocolate/Original
- **Charms Blow Pops (GF)** – Assorted

- **Charms Mini Pops (GF)** – Assorted
- **Charms Pops (GF)** – Assorted
- **Jolly Ranchers** – Assorted Hard Candies
- **Tootsie Pops (GF)** – Cherry, Chocolate, Grape Orange, Raspberry
- **Tootsie Fruit Chews (GF)** – Cherry, Orange, Vanilla, Lemon, Lime
- **Junior Mints (GF)** – Chocolate Peppermint
- **Andes Mints** – All Varieties
- **Frooties**
- **Lifesavers Hard Candies and Gummies**
- **Rolos**
- **Skittles** – All Varieties
- **Smarties (GF)**
- **Sour Patch Kids**
- **Starburst Fruit Chews** – All Varieties
- **Starburst Gummibursts** – All Varieties
- **Starburst Jelly Beans** – All Varieties
- **Tootsie Pop Drops (GF)** – Chocolate, Cherry, Blue Raspberry, Orange, Grape
- **Tootsie Roll (GF)** – Chocolatey
- **Twizzlers** – All Wrapped Varieties
- **Whoppers** – Original
- **Hershey's Chocolate Kisses (GF)** – Plain, Special Dark
- **Enjoy Life Chocolate Bars (GF)** – Dark Chocolate, Rice Milk Chocolate, Rice Milk Crunch
- **Enjoy Life Halloween Chocolate Minis (GF)** – Dark Chocolate, Rice Milk, Rice Milk Crunch, Variety Pack
- **Wonka Nerds Candies**

Westside Community Schools

School District 66
909 South 76th Street
Omaha, NE 68114

Student Calendar 2020-21

July 2020

S	M	T	W	T	F	S
			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	

August 2020

S	M	T	W	T	F	S
						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					

September 2020

S	M	T	W	T	F	S
		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			

October 2020

S	M	T	W	T	F	S
				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

November 2020

S	M	T	W	T	F	S
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					

December 2020

S	M	T	W	T	F	S
		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		

BOLD indicate days
students will be in school.

SCHOOL BEGINS

Semester 1: August 13

Semester 2: January 5

Parent-Teacher Conferences

* October 13-15

* March 9-11

* First Semester Conference Days:

October 13 & 14 - evenings

October 15 - morning

* Second Semester Conference Days:

March 9 & 10 - evenings

March 11 - morning

WHS - TBD

All Staff Appreciation Week

March 22-26

Last Day of School

May 12 (SENIORS) ☆

May 28

1:00 Dismissal

NO SCHOOL

Professional Learning - September 4

Labor Day - September 7

Professional Learning - September 21

End of Quarter - October 15-16

Professional Learning - October 19

Thanksgiving Break - November 25-27

Winter Break - December 21 - January 4

Professional Learning - January 4

Martin Luther King, Jr. Day - January 18

Presidents' Day - February 15

End of Quarter - March 11-12

Spring Break - March 29-April 2

Host District Music - April 23

January 2021

S	M	T	W	T	F	S
					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						

February 2021

S	M	T	W	T	F	S
	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						

March 2021

S	M	T	W	T	F	S
	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			

April 2021

S	M	T	W	T	F	S
					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

May 2021

S	M	T	W	T	F	S
						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					

Graduation

1:00 Dismissal

June 2021

S	M	T	W	T	F	S
	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			

Approved: 3-16-2020

Child Passenger Safety

New Regulations Coming January 2019



**Rear-Facing
Until Two**



**Front-Facing for
Toddlers and
Preschoolers**



**Booster Seats for
School-Aged
Children**

One of the most important jobs as care providers is to keep our children safe.

The state of Nebraska currently passed new laws in regards to child passenger safety. Children spend a lot of time in vehicles and it is important that anyone transporting them understands the regulations in order to provide safe transport. The following is an overview of these changes effective January 2019.

1

AGE

Many state regulations are based on age. This is due to bone strength and body development

2

HEIGHT AND WEIGHT

Because children grow at different weights it is important to find car seats that fit your child

3

SAFETY

All new car seats on the market are tested by the same parameters and held to the same regulations

New Regulations

Effective January 2019

- All children up to age eight must ride correctly secured in a federally-approved child safety seat.
- Children ride rear-facing until up to age two or until they reach the upper weight or height limit allowed by the car seat's manufacturer.
- Children under age eight must ride in the back seat, as long as there is a back seat equipped with a seatbelt and is not already occupied by other children under eight years of age.
- Children ages eight to eighteen must ride secured in a safety belt or child safety seat (booster seat).
- Childcare providers must transport all children securely in an appropriate federally-approved child safety seat or safety belt.
- Children up to age eighteen are prohibited from riding in cargo areas.
- Violation carries a \$25 fine plus court costs and 1 point is assessed against the operator's driving record.



SAFE KIDS NEBRASKA

Did you know that at Nebraska checkup events, trained technicians find that over 90% of the car seats they check are not correctly installed? Don't panic!!! We are here to help! There is a lot of information out there about how to correctly secure your car seat. We want to help make it easier.

Visit <http://www.safekidsnebraska.org> for information on car seat check points, education, current regulations, and more.

