



2025-2026

CENTER-STANTON

PRE-KINDERGARTEN

We are excited to embark on another academic year filled with growth, learning, and discovery. As we commence this journey together, it is imperative to establish clear communication and expectations to ensure the success and well-being of every student.

Enclosed within this packet is the Student Handbook, a comprehensive guide designed to provide you with essential information regarding school policies, procedures, and resources. The handbook serves as a valuable reference tool throughout the academic year, outlining our shared responsibilities in creating a safe, supportive, and enriching learning environment.

We ask parents and students to review the handbook. It is essential to familiarize yourselves with its contents to promote a harmonious and productive school community. From attendance guidelines to behavioral expectations, the handbook outlines the standards by which all members of our school community are expected to abide.

To signify your acknowledgment and commitment to upholding the principles outlined in the handbook, we ask that both **parents and students sign and return the acknowledgment form** found on the back page of this handbook. Your cooperation ensures that we are all aligned in our efforts to foster academic excellence and personal growth.

If you have any questions or need more clarification on any aspect of the handbook, please contact us. We are here to support you every step of the way.

Thank you for your partnership in creating a vibrant and thriving learning community at Center-Stanton Public Schools. Together, we will inspire, challenge, and empower our students to reach their fullest potential.

Warm regards,

Ashley Tietz
Elementary Principal

Alysia Staigle
Elementary Admin. Assistant

2025-2026 Elementary Staff Directory

Superintendent
Principal
Administrative Assistant

Mr. Adam Hill
Mrs. Ashley Tietz
Mrs. Alysia Staigle

Preschool
Kindergarten
Grade 1

Mrs. Blakeley Kantor
Mrs. Laurie Thompson
Ms. Janolyn Aichele

Grade 2	Ms. Megan Billadeau
Grade 3	Ms. Amber Frank
Grade 4	Mrs. Shanna Meier
Grade 5	Mrs. Sarah Yunker
Grade 6	Mr. Young, Mr.
	Leintz,
Title I	Mrs. Herzing, Mr. Q
K-2 Music	Ms. Shelley Herzing
3-12 Music	Mrs. Alison Erhardt
PE, Health & Computers	Mrs. Lacey Hanson
Librarian	Mr. Keith Leintz
Counselor	Mrs. Milissa Meckle
Counselor/Interventionist	Mr. Steven Quinlivan
I.M.P.A.C.T. Social Worker	Ms. Danielle Benz
Reading Strategist/4-6 Title Rd	Ms. Kali Weinand - CCCHC
O/M Occupational Therapist	Ms. Shelley Herzing
O/M Physical Therapist	Mrs. Merri Staigle
O/M School Psychologist	Ms. Ella Maranan
O/M Special Education Strategist	Mr. Michael Porter
O/M 5-6 Special Education Technician	Ms. Bailey Walters
O/M Speech Pathologist Assistant	Mrs. Chelsi Alderin
	Mrs. Tristaen Bingham
Paraprofessional	Mrs. Annette Sanders
Title 1 Paraprofessional	Mrs. Nicole Albers
O/M Paraprofessional	Mrs. Jessica Grounds
O/M Paraprofessional	Ms. Carrie Fletcher
O/M Paraprofessional	Mrs. Heather Aberle
Head Cook	Mrs. Sherry Cotton
Assistant Cook	Mrs. Dinah Hilliard
Head Custodian/Maintenance	Mr. Brandon Cahoon
Custodian	Mrs. Nikki Cahoon

Center-Stanton Pre-Kindergarten
2025-2026 Handbook
Student + Teacher + Parent + Community = SUCCESS

Welcome to Center-Stanton Pre-K. We are excited to have your child participate in our program. It is our hope that your child will make many new friends while participating in group activities and age-appropriate lessons. This age is a wonderful time full of creativity, curiosity, and playful activity. We welcome you and your child to our fun-filled program. Mrs. Blakeley Kantor, along with other staff members, strive to teach each child individually as well as to encourage family and community involvement.

Visit our website: <http://www.center-stanton.k12.nd.us>

School Address: 315 Lincoln Ave N, Center, ND 58530

School Phone Number: 701-794-8731

Accreditation

The Center-Stanton Public School is accredited by the North Dakota Department of Public Instruction and Cognia.

Vision Statement

The Center-Stanton Public School's vision is to create a world of knowledge, respect, and success for every learner.

Mission Statement

The Center-Stanton Public School provides each student with educational opportunities to become positive, competent, creative citizens.

We BELIEVE...

At Center-Stanton Elementary, we believe that every child is capable of learning, growing, and achieving success. We are committed to creating a safe, respectful, and supportive environment where students feel valued and encouraged to do their best each day.

- * Learning should be engaging, challenging, and meaningful.
- * Every student deserves to be treated with kindness, dignity, and respect.
- * Families, school staff, and the community share the responsibility for helping children succeed.
- * Positive relationships are the foundation for academic and personal growth.
- * Mistakes are opportunities to learn and improve.
- * Our mission is to inspire curiosity, foster a love of learning, and prepare students with the knowledge, skills, and character they need to reach their fullest potential.

School Philosophy

At Center-Stanton Elementary, we believe that education is a partnership between students, families, staff, and the community. Our goal is to provide a safe, supportive, and engaging learning environment where every child can develop academically, socially, and emotionally.

We are committed to:

- Encouraging curiosity, creativity, and a love of learning.

- Setting high expectations for both academic achievement and personal behavior.
- Providing opportunities for every student to reach their fullest potential.
- Fostering respect, responsibility, and kindness in all interactions.
- Valuing the unique strengths, backgrounds, and talents of every child.

We believe that when students feel safe, respected, and supported, they are better able to learn, grow, and succeed both in school and in life. Together, we will nurture confident, compassionate, and capable learners.

Student Goals

As a student at Center-Stanton Public School, I will do my best to:

- * Come to school prepared and ready to learn each day.
- * Show respect for myself, my classmates, my teachers, and my school.
- * Take responsibility for my words, actions, and choices.
- * Listen carefully and follow directions the first time they are given.
- * Work hard and give my best effort in all subjects and activities.
- * Be kind, helpful, and supportive to others.
- * Take care of school property and use materials safely and responsibly.
- * Ask for help when I need it and encourage others to do the same.
- * Follow school rules to help make our school a safe and welcoming place.

By following these goals, I will help make Center-Stanton Public School a place where everyone can learn, grow, and succeed.

School Goals

At Center-Stanton Public School, we are committed to creating an environment where all students can grow, thrive, and succeed. As a school, we strive to:

- * Provide high-quality instruction that meets the needs of all learners.
- * Foster a safe, supportive, and inclusive environment where everyone feels valued.
- * Encourage curiosity, creativity, and a lifelong love of learning.
- * Set high expectations for academic achievement and personal responsibility.
- * Build strong partnerships with families and the community to support student success.
- * Promote respect, kindness, and positive relationships among students and staff.
- * Prepare students with the knowledge, skills, and character they need for future success.

These goals guide our daily work and reflect our belief that every child has the ability to learn, grow, and make a positive difference in the world.

Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. Center-Stanton Pre-K takes confidentiality very seriously and makes every effort to protect each family's privacy. Communication among staff and parents about children should be kept confidential at all times. Center-Stanton Pre-K recommends that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the community. Discussions in the hallways should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the teacher via email or in person to arrange a time for discussion.

Pre-K Primary Goals

The program's goal is to facilitate the development of the whole child (mind and body) through many innovative and creative experiences. The Pre-K program will supplement the child's early home learning experiences and will establish a learning partnership with each family.

Objective

The objective of the Pre-K program is to build a strong foundation that will enhance a child's self-esteem. A strong self-esteem along with an excitement for learning will help each child in future educational experiences. The Pre-K program will provide a warm, safe atmosphere for each child.

Curriculum

The classroom curriculum will consist of structured activities designed by the teacher to promote the development of the whole child. Children learn through self-directed play and so are allowed ample time to explore activities, to play alone, or to play with other children. Through structured play, the foundations for success in future education are in place. Play areas are both indoor and outdoor. The classroom will cover large and fine motor activities, dramatic play, music, tablets, art, sensory, books, puzzles, blocks, and story time. We strive to provide a quality play-based, student-centered learning environment in which every student can grow and develop successfully at an individual pace.

Throughout the school year many different topics will be implemented. Kindergarten readiness along with social, emotional, and academic development will provide our littlest learners with the foundation they need to succeed throughout their educational journey. Shapes, colors, numbers, letters, phonics, and name writing are important parts of early education and will be incorporated during the school year. Pre-K will also learn social and emotional skills, problem solving, critical thinking, science exploration, sensory integration, and art expression.

Other special events for family and friends:

- **Watermelon Welcome:** An evening event in August is held to acquaint you and your child to the Pre-K staff, familiarize your child with the classroom and school, and complete registration materials. A packet of information covering curriculums used, social-emotional learning materials, and a schedule layout will be provided at this meet and greet.
- **Halloween Party:** The children will get to wear their costumes to school and lunch will be provided in the classroom. We play games and watch a Halloween themed movie.
- **Christmas Program:** We do have a yearly Christmas Program typically held in the gym. The date and time is TBA. If the program is cancelled due to inclement weather, it may or may not be rescheduled, depending on the school's activity calendar.
- **Christmas Party:** We will have a Christmas party, weather permitting. If school were cancelled on that particular day, due to inclement weather, it may or may not be rescheduled. More information regarding this will go home in December.
- **Valentine's Day Party:** This will take place in February. Box decorating is a fun activity for the whole family, please assist your child in decorating a box for our party. Children will be asked to provide a Valentine card/treat for each of their friends. A note with more information will go home in late January or early February.

- **St. Patrick's Day:** Students will be asked to create a "Leprechaun Trap" at home and bring it to school on St. Patrick's Day to try to "catch" the Leprechaun. More information will be sent out in March.
- **100th Day of School:** Pre-K children are asked to decorate a shirt with 100 of an items on it. Pom-Poms, Band-Aids, beads, stickers, buttons, etc. There are lots of ideas out there with just a simple google search! Lunch will be provided in the classroom for this party.
- **Pastries with Parents:** Each school year we will have a "Pastries with Parents" event. This will fall on the early childhood celebration "Week of the Young Child". For this celebratory week many different activities are held throughout the days.
 - Monday: Music Monday
 - Tuesday: Tasty Tuesday
 - Wednesday: Work together Wednesday
 - Thursday: Artsy Thursday
 - Friday: Family Friday

Pre-K families will be invited to come to Family Friday's "Pastries with Parents. This is a regular scheduled school day, but parents and children in Pre-K are encouraged to come for the event starting right at 8:25am and stay to enjoy pastries, juice, and conversation for 30 minutes.

- **Graduation:** This program typically takes place on a weekday afternoon in early May. All children, regardless of moving on to kindergarten will graduate. This is a fun event for parents, grandparents, family, friends, and most importantly the kids, to conclude the school year!

Program Schedule

All Day Pre-K (4 and 5 year olds): Monday -Friday – 8:25am – 3:28pm

PM Pre-K (4 and 5 year olds): Monday – Friday – 12:00pm – 3:28pm

Please note any days marked off on the school wide calendar and plan accordingly

Enrollment

Effective August 1, 2011, children must have turned **four** prior to **August 1st** in order to enroll in the Pre-K program (4-5 year olds) and be **FULLY potty trained**. Class size caps at 15 children, if by the 1st day of school, there are less than 15 children, administration and teachers will consider opening up registration for children turning 4 years of age in the month of September.

- No child is refused enrollment on the basis of gender, color, religion, ethnic background, handicap, or origin.
- Special needs concerns must be discussed with the teacher **prior to registration**. We will **not** admit any child whose educational needs we cannot successfully meet. No child will remain in the program whose behavior threatens the safety of the other children enrolled in the program.
- Enrollment is based on a first-come basis as space permits.
- Registration is complete when your child's non-refundable registration fee is paid. This fee can be paid at our Meet & Greet Open House night.
- Please provide a state certified birth certificate and current immunization record along with your child's registration paperwork.

Selection Process for PreK-K Placement

Pre-K and/or Kindergarten student placement/enrollment is determined based on several factors, including the number of students in a particular grade and individual student needs. Additionally, as a staff benefit, the children of staff are given priority over other students during enrollment or placement decisions.

Divorced/Separated Parents

If this situation applies, please notify the teacher so arrangements may be made to give duplicate copies of all parent information. It is your responsibility to make sure that each parent receives the information. Pre-K does not become involved with whose responsibility it is to pay. Tuition is due on the due date.

Financial Policies

Tuition

Pre-K tuition is fixed. No deductions are made for holidays, inclement weather, absence due to illness, vacations, etc. If the payment schedule needs to be changed, arrangements must be made with the teacher or Mr. Sondag.

Tuition for full-time Preschool/Pre-K is as follows:

- Registration (Non-refundable) \$50 per year
- Pre-K (Mon.-Friday) (Ages 4-5) \$350 per month
- ½ Day Pre-K (M-F) (Ages 4-5) \$175 per month

Payment is due **on or before** the 10th of every month. *

*If there is a problem or concern with paying your tuition, please make arrangements with the administration **prior** to when your tuition is due.

Payment Statements

Payment will be due on the 10th of the month. **Please make your checks payable to the Center-Stanton School with your child's name noted on the payment. Payments can be dropped off at the Center-Stanton Elementary Office, mailed to Center-Stanton Elementary School, PO Box 248, Center, ND 58530 or paid online at <https://www.center-stanton.k12.nd.us/>.**

If a specific receipt/form is needed for your employer's childcare expense account, please include this form with your payment. The form will be returned to you in your child's mailbox.

Note: If your account is delinquent, Center-Stanton School reserves the right to cancel preschool at any time.

Registration

At the time of enrollment, a \$50.00 registration fee is due. The registration fee is non-refundable and is a yearly fee to hold your child's position. This also covers the cost of processing your registration and supplies throughout the year.

Enrollment Consideration

Children and their families will be given a 7–10-day trial period from the start of Pre-K. At the end of this trial period, the staff will determine if our program is the best fit for your child. We want all children to have the opportunity to play and learn in the best and safest environment possible. We reserve the right to cancel services at any time.

We are sorry, but there is NO reduction in monthly tuition for absenteeism, vacations, snow days, or other weather-related missed days. The registration fee that is due at registration is **NON-REFUNDABLE.**

Withdrawal from Pre-K

Written notice of intent to withdraw a child from Center-Stanton Pre-K must be submitted two weeks in advance to the teacher. This will allow time to fill the space with another child that may be on a waiting list.

Extended Leave of Absence

If requesting an extended leave of absence for your child(ren), please notify the teacher in advance. Due to our enrollment limit, you may be asked to pay a portion of your preschool tuition in order to reserve your child(ren)'s position.

Child Care Assistance Programs

For further information regarding childcare programs, contact your local county social services office OR the North Dakota Department of Human Services at 701-328-2332.

Information and Emergency Procedures

Arrival

School begins at 8:25am for Full Time and 12:00pm for Part Time. Each child must come to school every day with a backpack, water bottle, folder, and any necessary outerwear that must be labeled and put into their locker.

Dismissal

For the safety of your children, the elementary office and Pre-K personnel must be informed if someone other than a parent or day care personnel will be picking up your child. Please **be prompt** when picking up children at the end of their school day. If it has been 30 minutes after the bell, and we cannot get in contact with you or your emergency contact, the Sherrif's Department will be called.

Attendance

Children must be in regular attendance to gain the greatest benefits from the Pre-K program. Attendance is taken daily by the teacher. If your child is absent from school and you have not contacted the school office, school personnel will contact you. If your child will be absent, please call the Center-Stanton Elementary School at 794-8731. Do not message or text the teacher.

Winter Weather and Recess Participation

During colder weather, it is mandatory for all PK-6th grade students to wear a hat/headband, gloves, and a warm winter jacket/coat. Snow boots and snow pants are also necessary when snow is present. It's important to remember that bus driver regulations require appropriate winter attire for students boarding the bus. Parents will receive notification if their child arrives without proper winter clothing. Additionally, recess supervisors will continuously monitor weather conditions and use indoor charts to provide guidance to students throughout the day.

CURRENT Feels Like Temperature:

-10°F and below
Lower than 40°F
40°F – 49°F
50°F or higher

Students Wear:

Automatically inside
All winter gear
Long sleeves/coats
Long sleeves/short sleeves or shorts

Participation in recess is encouraged for all students unless a daily written note or a doctor's excuse is provided. Students unable to participate in recess due to physical reasons are advised to stay home to prioritize their physical well-being.

Please be mindful of the winter gear you are purchasing. I.e: waterproof mittens/gloves, mittens instead of gloves that your child can independently put on, coats that they can zip, boots they can slide on and off, etc.

Emergency Preparedness

The Center-Stanton School District has formulated emergency procedures to notify parents of any unexpected events, such as school closing or an evacuation. In the event of an emergency situation, Center-Stanton School will contact you by text message and/or phone call from our automated Instant Alert Messaging system. Please keep your information up to date throughout the school year. We also suggest, if necessary, you clear your phone's voicemail box at the beginning of the school year. If necessary, please make sure to let the office know if the emergency contact number you provided does not receive messages so that we can make other arrangements for reaching you in case of a school-wide announcement/emergency.

E-CARE School Nurse

School health services are designed to promote and improve the health and wellness of students. Providing school health services assists students in developing and applying academic knowledge to help promote continuous growth toward becoming an effective citizen within our society. The eCARE eSchool program assists Center-Stanton School District in providing basic emergency care for students and staff; assessment and referral for all students; nurse oversight of medication; essential health services for special needs students; and health promotion and disease prevention activities which address wellness across the lifespan. With the philosophy that "healthy students learn better", professional school nurses address the physical, mental, emotional, and social health needs of our students on a daily basis and work with parents and community partners to best serve these needs.

For more information about school health services, call the Center-Stanton School District at 701-794-8778 or 701-794-8731 or the eCARE School Health office at 605-606-0550.

Health/Illness

- Germs spread quickly in a Pre-K environment. All children and staff stay healthier when sick people stay at home. Common sense must be used in the case of colds, which can range from a mild case of sniffles to a full-blown sinus infection or deep cough.
- We use the EMERGENCY CONTACT FORM to contact parents or another designated adult if your child develops symptoms of illness while in class. We will isolate your child in a comfortable, supervised place until he/she can be picked up.
- While regular attendance in school cannot be overemphasized, there are times when for medical reasons your child should be kept at home. If your child has any of the following symptoms, you should strongly consider keeping your child at home (for his/her health as well as for the health of other children).

Severe headache
Vomiting
Chills
Fever of $\geq 100^{\circ}\text{F}$

Diarrhea
Sore throat
Harsh cough
Persistent pain

Runny nose
Skin rash
Enlarged glands
Red or runny eyes

If any of the above symptoms persist, contact your family doctor.

When returning to school after a medical absence, please send a note for your child to give to his/her teacher. If your child should have a communicable disease, please notify the school. See Appendix A.

IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICIPATE IN ALL ASPECTS OF THE DAILY SCHEDULE, PLEASE KEEP YOUR CHILD AT HOME.

24 HOUR RULE: Any child who has shown signs of illness in the previous 24 hours may not attend class.

Fever free – a child should be fever free for 24 hours, *without* the use of fever-reducing medicine. Do not give your child medicine before leaving for school.

Antibiotic timeline – a child should be on antibiotics for at least 24 hours before returning to school.

Eye Drops – a child must be on eye drops for an eye infection (pink eye) for 24 hours before returning to school.

Vomiting/Diarrhea – a child that exhibits either of these symptoms during the school day and is sent home, they may not return to school the following day.

Parents must notify the office immediately if a child:

- Is diagnosed with any **communicable diseases** including strep throat, pink eye, lice, pinworms, or any other diseases common to a school environment. The notification is important so that we can inform the parents within your child's classroom to be on the lookout for symptoms. Please remember that the school will NOT release the name of the child or family involved.
- If you have any **allergies** or if you have any concerns about any aspect of your child's health.
- Is taking **medication**, as medicine may affect your child's behavior.
- If your child is absent for three days or more due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school

Unless we receive a doctor's note requesting a child stay indoors, **we expect every child to participate in outdoor play.**

Head Lice: Sometimes head lice occur in school. You may want to look online for more information and to find examples of what they look like, to check your child's head correctly. <https://www.sklice.com/head-lice-facts> or <https://www.cdc.gov/parasites/lice/>

- Please inform the school immediately if your child has lice.
- We also reserve the right to implement additional procedures, such as head checks, if a persistent lice problem was to occur. Please get into the habit of routinely checking your child's head. If all parents check their heads regularly, we may avoid any outbreaks in the school.

The final decision regarding exclusions will be at the teacher's and administrator's discretion. Also refer to Appendix A, in the back of your handbook.

Medications

A teacher shall not administer medication to a student. If a particular student must have medication during school hours, the parent/health care provider must arrange with the elementary secretary for medication dispensing. A record of administration of medicine must be signed by your physician/provider and parent/guardian. The policy adopted by the Center-Stanton School Board of Education for the administering of medicines will be followed.

Children with Special Needs

Center-Stanton Pre-K will do its best to accommodate children with special needs (i.e. asthma, diabetes, etc.). There are specific conditions which must be met before enrollment can be completed. The teacher and administration will address these conditions on an individual basis. It will be decided by the preschool teacher if our program is the best fit for a particular child. We want to provide your child with the best "educational" experience we can in a manner that meets the standard of care acceptable to the medical community.

Center-Stanton Public School provides Special Education Services through a two-county cooperative plan. The Unit is called Oliver-Mercer Special Education Unit and the office is located in Hazen, ND. This Unit is responsible for providing Special Education to children with the following disabilities:

Intellectual Disabilities	Traumatic Brain Injury	Non-Categorical Delay
Speech/Language	Learning Disabled	Autism
Hearing Impaired	Health Impaired	Blind/Deaf
Vision Impaired	Orthopedically Impaired	Multiple Disabilities
Emotional Disturbances		

In order to receive special services, a child must be referred to the School Principal, assessed by a team of qualified professionals, and determined to be disabled in one of the above areas. If you feel your child has any unique educational needs, please contact the School Principal.

Playground (Please talk about these rules with your child prior to the first day of school)

- Children must have closed-toe shoes on the playground – sandals and crocs are not safe on the rocks and asphalt surface. Make sure you send appropriate play shoes to be worn on the playground.
- Be safe and mindful of others, if children are trying to go down the slide, you cannot go up. Snow cannot be thrown at people.

Children Running

There is **no** running allowed in the hallways of the school. Running **will be** allowed outdoors on the playground. Parents are asked to help us enforce this safety rule.

Bussing/Transportation

Your child may ride the Center-Stanton Public School bus if another older sibling or designated student is riding with him/her. Final approval will be made by the teacher and the Center-Stanton Public School Superintendent. Please call the high school office at 794-8778 for further information.

Riding the bus from school may be your child's first experience on a school bus. It is our intent that this be a safe learning experience. A requirement of the Pre-K program is that a parent or designated adult must bring the child to the bus and wait with the child until the child enters and is seated on the bus. The parent or designated adult must be at the bus stop to get the child off the bus. If there is no parent or designated adult, the child may be returned to the school, and the parent will be called to pick up the child at school. West River Transit may be an option for transportation at a small fee. For more information, contact West River Transit at 888-682-5826.

If someone other than a parent is meeting your child at the bus stop, please inform the school and/or the bus driver of this change.

Any changes in your child's daily transportation requires a note from the parent or a phone call to the office (794-8731), informing us of the change. If we have no communication from home, the child will be sent home the way he/she normally gets there.

Please hold your child's hand when the child loads or gets off the bus. This helps the bus driver, as well as keeps your child safe.

Animals/Pets

No visiting animals/pets will be allowed in the school. (Unless Approved by Administration)

Aquatic Policy

We do not take children to the pool or use a wading pool in the classroom. If we ever do, written permission will be obtained from the parents/guardians listing their level of swimming ability.

Daily Operating Procedures

Clothing

We encourage the children to wear comfortable and washable clothing that will allow them to participate in various art and physical activities. This allows them to be more comfortable during class and makes it easier to participate in various activities. All clothing should be **labeled** with the child's name.

All children must provide a change of underwear and socks, and a change of outer clothing (shirts, shorts/pants). We suggest you put them in a Ziploc bag with your child's name on it. Snow pants, hat, **waterproof** mittens (please avoid gloves unless your child can INDEPENDANTLY put them on), and boots will be required for winter play. If your child is too sick to be outdoors, you may want to consider keeping him/her home that day. Have your child prepared to go outside.

Please have your child wear shoes that are appropriate for various physical activities. (Provide gym shoes if needed)

Snacks

A monthly snack calendar will be sent home showing when you are responsible for providing snacks for the class. Taking part in the school milk program will be an option. The price is \$10.00 per 20-milk ticket. If you decide not to buy your child a milk ticket, they will have water. **We encourage nutritious snacks** such as: fruit, vegetables, crackers, cheese, muffins, cookies, breads, etc. Please provide a water bottle for your child to use at school. If your child has food allergies or dietary restrictions, please provide a separate snack for them.

Personal Belongings

Please leave toys, food, gum, etc. at home. It is also a distraction to their learning and the learning of others. We are not responsible for broken or lost belongings.

At specific times during the school year, your child will need to bring an item that pertains to the unit we are studying. Please make certain your child's item is labeled with his/her name.

Guidance and Behavior

Center-Stanton Pre-K believes in using positive discipline. The children are given positive feedback for good behavior and redirected to a more appropriate activity when needed. The child may be asked to take a break in the classroom "thinking chair" for several minutes that matches their age. Safety is the first concern for all children. Conscious Discipline, 1-2-3 Magic, and Bucket Filling programs will be used within the Pre-K classroom to aid in positive, caring, and productive behaviors and interactions.

If the child becomes abusive to other children and/or staff members or disruptive beyond what the instructors feel is appropriate behavior, the child's parents will be notified. At this point, it will be determined whether the child needs to be removed from the classroom for the day. If this behavior becomes frequent, the teacher will request a meeting with parents and elementary principal to determine a plan of action.

During certain circumstances in the Pre-K classroom handover hand guidance will be implemented.

Communication (Calendar and Conferences)

Parent-Teacher conferences are held in the Fall and in the Spring to discuss each child's intellectual, physical, social, and emotional growth. If you would like additional conferences, please schedule one with the teacher.

A Parent-Teacher Communication Folder will be sent home as needed. Please check backpacks for the folder which will contain important information.

Mutual Responsibilities Between Staff/Children/Parents

Children's Responsibilities

The children attending Center-Stanton Pre-K are responsible for:

1. Following the rules and expectations in the classroom, hallways, and playground.
2. Being kind to one another and themselves.
3. Sharing equipment and supplies with the other children.
4. Remaining with a staff member at all times.
5. Returning materials and equipment to the place where they belong.
6. Treating equipment and supplies with respect while in the classroom. If equipment is willfully destroyed, the families of the children involved will be charged for the equipment.

Pre-K Rules

1. Follow expectations.
2. Be respectful, responsible, and safe.
3. Participate and do your best.
4. Have fun!

Staff and Parent Responsibilities

1. Treat each other and the children with respect.
2. Communicate on a regular basis about your child's fears, interests, joys, and new skills.
3. Abide by the rules of confidentiality as set forth by the teacher.

What Center-Stanton Pre-K Expects of You, the Parent

1. Bring or send your child to school regularly, except when the child is ill.
2. Teach your child self-reliance; putting their own clothes on (including shoes), removing their clothing, hanging up their clothing.
3. Put toys away and have regular meals and bedtimes.
4. Talk with your child's teacher but refrain from discussing the children in their presence.
5. Know your child's teacher, assistants, bus driver, etc. Work with them concerning problems.
6. Please take interest in our program and talk with your child about their day.
7. Pick up your child promptly so that everyone's needs can be met.
8. Notify us in the case of your child's illness, and when they will not be coming.
9. Fulfill financial arrangements in a timely manner.
10. Bring your child rested and properly dressed.

11. Notify us regarding any address, home, office, or cell phone changes.
12. Talk about concerns immediately, don't wait until conferences.
13. If possible, walk your child into the school and then into our classroom.
14. Pick up any miscellaneous items that your child may have in the classroom or in their locker.
15. Take an interest in work/projects/notes your child brings home.
16. Help your child to learn his/her full name, age, birthday, parent names.
17. Always say goodbye to your child and pick him/her up promptly.
18. Listen to your child's daily experiences and talk about their day.
19. Do things with your child. Work and play together as a family group.
20. Attend Parent-Teacher Conferences which are held twice a year; one in the Fall and the other in the Spring.

Open Door Policy

Center-Stanton Pre-K has an open door policy. This means that parents are welcome to stop by at any time to check on their child or to observe. However, please consider how your child will react to your visit. If it is difficult for your child to understand that you are only there to visit, it may be better to observe without being seen by your child.

Parent Participation

Parents are encouraged to visit and participate in the program at any time. Prior notification is encouraged. Please feel free to offer suggestions that you feel will enhance the program. If you have any skills or hobbies that you would like to share with the children or staff, please talk to the teacher (i.e. playing an instrument, a specific field of interest, vocation, etc.). We welcome your involvement. Parents are also welcome to join in on field trips and walking trips. Don't forget to sign up to be a Mystery Reader!

Field Trips

Trips away from the school may be an option. Each child will wear a fieldtrip shirt with the teacher's phone number on it. An authorization form is sent home with your child prior to the field trip for you to complete. This signed permission slip must be returned before your child can participate in the field trip. You may not be notified in advance of walking trips around Center; your permission is assumed with the appropriate signature on the field trip permission form. If you choose to opt your child out of a field trip, you are responsible for their care that day.

Say "Cheese"!

As many of us know, it can be very fun and rewarding to capture kids' special moments. I love to take pictures of all the children throughout the year and share them with families. Be on the lookout in your Remind App for photos of activities we are doing, things we are learning, and of course, your child's smiling faces. Each family will be given a Photo Permission form to indicate whether you approve of your child's picture being used "outside" of our classroom (i.e. newspaper stories). A link will be sent through Remind for our classroom's private Facebook page.

Fire/Tornado/Disaster Procedure

In accordance with the State Fire Marshall, Pre-K does perform fire drills. Children are periodically talked with about what the fire alarm means and what to do when the alarm sounds. The staff performs the drill with an

explanation that it was a practice drill and a discussion of what would be done in the event that the alarm was real.

In case of a **FIRE: Fire** exit routes are posted in the classroom. The school and our classroom will be evacuated immediately.

In the case of a **TORNADO: All** necessary precautions to ensure the safety of the children will be followed.

Parents would be notified as soon as possible in the case of any disaster.

First Aid Procedures

Staff members will follow appropriate first-aid procedures in accordance with the accident that occurred. All staff members are CPR certified; some are certified in Basic First Aid. Incident report forms will be filled out if necessary. They need to be signed by the teacher, director, and parent and are kept on file.

NOTE: In the event of a medical emergency or accident, we will call 911 and then contact the parent.

Emergency Care

Parents or a legal guardian signs a form authorizing emergency care for the child. The classroom will keep the following information on file for each child:

1. Name, home and business address of parents
2. Phone number of parents – both home and work
3. Same information for persons to be called in the event a parent cannot be reached
4. Name, address, and phone number of child's regular physician
5. Signed permission to bring the child to the hospital in case of emergency
6. If applicable, signed document from state court regarding parental rights

This information and signed form must be complete before the child enters the program. It is vital that the director be notified if any changes need to be made.

Smoke-Free Policy

Center-Stanton Public School is a smoke-free facility. Smoking is not permitted in school buildings or around the children because of the harmful effects of second-hand smoke.

Child Abuse Policy

The law **requires** all staff to report any suspected cases of child abuse or neglect. If a staff person suspects that a child is in any danger, Dakota Central Social Services will be notified immediately. Likewise, if a parent or guardian suspects abuse or neglect they are encouraged to call Dakota Central Social Services at 701-745-3384.

Non-Discrimination Policy

The Center-Stanton School District does not discriminate on the basis of race, color, national origin, sex, and handicap, in employment and in those programs and activities offered to the students. It is the expressed intent of the Center-Stanton Public School District to provide equal opportunity for all students, free from limitations of race, color, national origin, sex, or handicap.

Annual Notification Regarding Parents' Right of Access to Student Records

Parents of students or 18-year-old students who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying.

If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent for a hearing. Each year parents and students need to be reminded of the student records policy of the Center-Stanton School District.

Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is the policy of the district to forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, districts forward transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

For a complete copy of your district's student record policy, contact your school principal. Parents who have questions or concerns about the student record policy may direct them to the building principal, the superintendent or the U. S. Office of Education.

Also, federal law permits a school district to identify certain information as "directory information" (class list) which may be publicly released without permission of the parents. Center-Stanton School District identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous school attended. If you do not want this information released, please contact the school office. We believe it is in the student's best interest to have such information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our students' privacy. For example, it is a policy not to release information to businesses for commercial purposes or to individuals without good reason. Therefore, most parents do not restrict the release of directory information.

Pre-Kindergarten Handbook Acknowledgement Form

Center-Stanton Elementary

Dear Parent/Guardian,

Please read and review the **Pre-Kindergarten Handbook** provided to you. It contains important information about our policies, procedures, and expectations for the school year. After reviewing the handbook, please complete and return this acknowledgement form to your child's teacher.

Student Name: _____

Parent/Guardian Name: _____

I acknowledge that I have received and reviewed the Center-Stanton Elementary Pre-Kindergarten Handbook. I understand the policies and procedures outlined and agree to support them throughout the school year.

- Yes, I have read and understand the handbook.
- I have questions and would like to speak with a staff member.

Signature of Parent/Guardian: _____ **Date:** _____