

Taylor-Richardton Preschool Handbook

Effective: 2026-2027 School Year

Monday through Thursday

8:20 am to 11:20 am

12:15 pm to 3:15 pm

Mrs. Poehls, Instructor

701-974-3585

Notice: Taylor-Richardton Preschool at its option, may change, delete, suspend, or discontinue parts of the handbook in its entirety, at any time without prior notice.



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Mission

Richardton-Taylor Schools empowers students with knowledge, skills, and character to thrive – we **EXPECT SUCCESS**.

Core Values

At Richardton-Taylor Public Schools, we believe success is built on positive relationships, strong character, and a commitment to lifelong learning. We empower students with critical thinking, communication, collaboration, and financial literacy skills, preparing them to be engaged citizens who problem solve with confidence and integrity. We create a culture where every student is prepared to thrive in an ever-changing world through high expectations and meaningful connections.

These values shape our culture, drive our decisions, and ensure that we uphold our mission.

1. **Positive Relationships** – We believe strong, respectful, and supportive relationships are the foundation of learning and personal growth. We foster a school culture where students, staff, families, and the community work together to inspire success.
2. **Social-Emotional Intelligence** – We support students in developing self-awareness, resilience, and empathy; equipping them with the emotional skills needed to navigate challenges and build meaningful connections.
3. **Effective Communication** – We empower students to express themselves clearly, listen actively, and engage in meaningful dialogue, ensuring they can collaborate and lead in an interconnected world.
4. **Critical Thinking & Problem Solving** – We challenge students to think critically, analyze information, and approach problems with confidence and creativity to develop solutions that drive progress.
5. **Collaboration & Teamwork** – We instill the value of working effectively with others, respecting diverse perspectives, and contributing to shared goals through productive and positive interactions.
6. **Financial Literacy** – We prepare students with the knowledge and skills to make informed financial decision, fostering responsible and independent lifelong habits.
7. **Civic Engagement & Responsibility** – We inspire students to be active, informed citizens who contribute positively to their communities and demonstrate integrity, responsibility, and respect.
8. **Commitment to Excellence** – We set high expectations for ourselves and our students, striving for continuous improvement, lifelong learning, and success in all aspects of life.

These core values serve as the guiding principles for our district, ensuring that every student graduates prepared for the future, with the knowledge, skills, and character needed to thrive in an ever-changing world.

Enrollment

Students must be 4 years of age before August 1 to enroll in preschool. Students receiving special education services may be enrolled at age 3, two times a week starting at 8:30 a.m. Parents must provide a copy of their student's immunizations and birth certificate to enroll.

All children entering Pre-School in the Richardton-Taylor Public School District take part in screening.

This **Screeners** is a simple, one-on-one assessment that helps teachers learn more about each child's development. It looks at early skills such as:

- Language and communication
- Early learning and thinking skills
- Motor (movement and coordination) skills
- Social and emotional readiness for school

Students enrolling in Pre-School will be screened the **spring before** Pre-School or upon enrollment if approved after registration. This information helps teachers plan for each child's individual learning needs and ensure a positive start to school.

Tuition

Tuition is \$125 per month or \$1,125 per year. There will be a one-time \$25 fee the first month for a preschool supply kit, which is provided by the district. Payments must be received on or before the 1st day of every month. If we do not receive payment by the 7th of the month, service will be discontinued until payment is received. Tuition is payable by check or through infinite campus when set up.

Illness

If a student is ill with a fever, flu or any other contagious illness, please refrain from bringing the child to class that day. Please call the office to make school aware of absence. If a student becomes ill during school, we will notify parents immediately and ask them to pick their student up.

Breakfast

Breakfast will be available to preschool students. Breakfast costs \$2.25, a down payment must be made before the student eats. Families may be eligible for free or reduced rates. Breakfast can be paid by check or through infinite campus when set up.

Accidents and First Aid

In the event of an accident on the preschool premises, during preschool hours, the adult in charge will render first aid. If the injury is thought to be serious in nature, parents will be notified immediately and the individual will be taken to the nearest medical clinic or hospital for immediate treatment.

Medication/Prescription Use

Any student whose parent or guardian request that he/she be given any prescription or non-prescription medicine, shall follow the procedures set forth in policy, which requires prior permission signed by a parent.

Reporting of Abuse and Neglect

The Richardton-Taylor Public School District has a legal obligation to report any indications that would cause a reasonably prudent person to suspect that a child is being or may have been abused or neglected.

Discipline

In the event a child is acting inappropriately, we will discuss with the child a more acceptable behavior, and why or what he/she did was inappropriate. If a change in behavior does not arise, a short time-out in which the child is set aside in a classroom away from the rest of the children will take place. If the problem still persists, a phone call will be made asking parents to pick up their child.

Toilet Training

All preschool eligible students must be fully toilet trained to attend preschool unless determined otherwise appropriate under special education and related services.

Transportation

Parents are responsible for transporting their student to and from preschool. However, preschoolers may ride the bus route in the morning or afternoons, if a sibling is already on a Richardton-Taylor School District bus route and it does not alter the established route.

Arrival and Pick-up

Please be prompt on your arrival and pick-up times. Preschool is from 8:20 am to 11:20 am and from 12:15 pm to 3:15 pm in the afternoon. If you are running late, please call and inform us. Please do not drop students off before 8:00 am or before 12:10 pm. Students who are dropped off in the mornings before the bell will remain outside until the bell rings.

Nondiscrimination and Anti-Harassment Policy- AAC

The Richardton-Taylor Public School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups.

The following people have been designated to handle inquiries regarding the nondiscrimination policies: Title IX and Section 504 - Mrs. Sarah Scott-Singer, Counselor, 320 Raider Road, Richardton ND 58652, 701-974-2111, sarah.scottsinger@k12.nd.us.

Updated: July 2026