

Scranton Community Preschool Handbook 2026-2027

Scranton Public School
PO Box 126
Scranton, ND 58653
701-275-8266

Note: Scranton Community Preschool at its option, may change, delete, suspend, or discontinue parts of the handbook in its entirety, at any time without prior notice.

Table of Contents

Scranton Community Preschool Mission Statement……..3

Enrollment……3

Tuition……3

Accidents and First Aid……4

Medication/Prescription Use……..4

Discipline……5

Toilet Training……5

Snack……5

Transportation……5

Arrival and Pick-up……..5

Absentee Calls……5

Conferences……6

School Cancelation……6

Mission Statement

Our mission statement at Scranton Community Preschool is to provide students with a positive, stimulating, and nurturing environment in which each child can reach their fullest potential intellectually, socially, emotionally, and physically.

Scranton Community Preschool believes that each child should have the opportunity to learn in an intellectual, physical, social, and emotional environment which enables him or her to successfully reach their potential.

Finally, Scranton Community Preschool believes that a child is most able to reach their potential when there is cooperation between the school, home, and community.

As teachers, we realize that our class is composed of a variety of unique individuals. We will strive to be concerned for all students as we will teach in a variety of learning styles to ensure your child will be challenged and engaged in their learning. We will be firm, friendly, consistent, and prepared in all that we do.

Enrollment

Enrollment is determined by the state of North Dakota and our special needs students will receive priority. If at any time throughout the year we receive a new special needs student, we may have to adjust hours of other students.

All enrollment forms will be given to you prior to the first day of school. The enrollment forms are due before your child may attend school. You must also turn in a copy of your child's immunization forms, which you can get through your child's physician, and a copy of your child's birth certificate. You will be required to list individuals whom are allowed to pick up your child. Your child will not be released to an individual whom is not on your list, unless you have given us written or verbal authorization.

Tuition

For students who do not have special needs, tuition will be $75 per month or $675 per year. Payment must be received on or before the 26th day of every month. Please bring or mail your payments to the Scranton School.

Accidents and First Aid

In the event that any student is injured in a minor way that can be handled by the staff at the school, the injury will be treated with the generally accepted first aid procedure. In the event of a serious injury to a student, the family or guardian shall be notified as soon as possible. If the parent cannot be reached and if the accident is serious, the student shall be transported to the Bowman or Hettinger Hospital emergency room by Scranton Public School personnel.

Medication/Prescription Use

Internal medication should be given only by or on order of a physician. The giving of a non-aspirin product or any drug internally at school is not approved, as this is the responsibility of the parent or the physician. Pupils who must depend upon medication in order to stay in school should have a written order from a physician or permission from the parent/guardian giving specific directions for taking medication. Directions should also be clearly marked on the bottle, together with the pupil's name and the name of the physician.

Procedure 1. School personnel may not dispense or administer medication to a student except upon the written order of a physician or with permission from the parent or guardian. 2. Any medication which is ordered by the physician to be administered at school may be given using the following procedure:

a. The medicine sent or brought to the school must be accompanied by a signed request from the physician and parent for its dispensation

b. The medication shall be properly labeled with the student's name, time, and amount of dosage. The doctor's name should be on the label also.

c. The medication shall be kept in a locked drawer or cupboard and be dispensed by a person assigned to do so or by the principal.

*Medications Forms are attached to the end of this handbook and can be found on the school website. http://scrantonpublicschool.homestead.com/

Discipline

In the event your child is acting inappropriately, we will discuss with your child a more acceptable behavior, and why or what he/she did was inappropriate. If a change in behavior does not arise, the teacher will use appropriate forms of discipline to try and correct the behavior. If the problem persists, we will contact you and ask you to pick up your child for the remainder of the day.

Toilet Training

Your child must be toilet trained. It is not the responsibility of the school to toilet train students.

Snack

We will have a snack break every day. A snack list will be sent home indicating when it is your child's snack week. Please provide healthy snacks; crackers, cheese, fruit, veggies, pretzels, ect.

Transportation

If you have a child already on a Scranton Public School bus route, your child may ride the bus to school in the morning. You must pick-up the student by 11:15 at preschool.

Arrival and Pick-up

Please be prompt on your arrival and pick-up times. If you are running late, please call and inform us or make other arraignments in which we are informed. Do not drop your child off prior to 8:10 in the morning as we do not have personnel designed to watch the students until that time.

Absentee Calls

If your child will be absent from school for any reason, please call to inform the teacher as soon as possible. You may call Scranton Community Preschool at 701-275-7032 to inform us as well.

Conferences

We will conduct conferences at the same time conferences are held at the Scranton Public School. These conferences will be scheduled and take place at the Scranton School. If you have questions or concerns however, you may call or email the teacher to make special arraignments to meet.

School Cancelation

Closing of school prior to the regular dismissal time due to storms will be done so through the Scranton Public School office. If this occurs, we will use our instant alert system to notify the parents of the early dismissal or the cancelation of school.