

Beulah Little People Preschool

www.beulahpreschool.com

Looking for the answer



It is likely **INSIDE!**

2015-2016
Handbook

**Beulah Little People Preschool
Board Officers and Staff**

President.....Jamie Seibel
jseibel@ymail.com

Vice President.....Heather Czywczyński
heatherczywczyński@gmail.com

SecretaryDestinee Jensen

TreasurerAnnie Lebrun

Teacher.....Cassie Plienis
mrsplienis@gmail.com

Aide.....Debra Haugstad
873-2398

Building Principal.....Amber Skalsky
Beulah Elementary
873-2298

Preschool.....PO.Box 731
Beulah, ND 58523
873-2298

Board Duties

- PRESIDENT**
- Responsible for all business details; conduct all meetings
 - Post an agenda one week prior to the meeting in the preschool room
 - Responsible for the renewing of all license every 2 years (even years) contacting all necessary contacts required by social services
 - Update Handbook (give to VP to Upload to website)
 - Contact parents when there is an opening
 - Follow up when tuition is not paid in a timely manner
 - Responsible for organizing spring Pre-registration Meeting
 - Obtain signed teacher's/teacher aide's contracts by Registration (April)
 - Responsible for scheduling advisory meeting with the past board
- VICE-PRESIDENT**
- Technical position overseeing the website & signup genius
 - Oversee all committees
 - Responsible for keeping a list of subs for the teacher and aide
 - Responsible for calling subs in the event of a teacher's absence (teacher will contact the sub when she knows in advance she will be absent)
 - Coordinate Fundraisers
- SECRETARY**
- Recorder for all parent meetings and board meetings
 - Correspondence for the group
 - Send thank you notes (teacher has special cards for certain occasions)
 - Responsible for making a monthly snack schedule (teacher will copy) Birthday and Half-Birthdays also go on this calendar.
 - Make requests for donations to those groups having funds available
 - Responsible for placing ads in the local paper
 - Hang flyers for registration in the spring, and post in Facebook groups.
 - Help Teacher take inventory of classroom at beginning of school year
- TREASURER**
- Caretaker of funds
 - Establish a yearly budget
 - Pay all bills and salaries
 - Make available all necessary information to the accountant for taxes, government forms, and financial report to government every quarter and any information he needs to maintain the financial records
 - Run off financial report for parent meetings
 - Collect all fees and tuition and make bank deposits (update the teacher late payment information so she/he can make contact with the parents, if not received will be turned over to the president)
 - Oversee purchasing of equipment and supplies

3 of the 4 board members will required to be on the advisory committee the following year.

- ADVISORY COMMITTEE**
- Consists of 3 of 4 outgoing board member, former president, Treasurer & either Secretary or VP.
 - Duties will consist of auditing books, long-range planning, budgeting, assuring that non-profit status for the group is secure, reference for new board, providing any addition information which has been relevant from the past
 - This committee will meet as needed with the current board

WHO TO CALL.....ABOUT WHAT

- TEACHER**
- If your child has been exposed to a contagious disease
 - If you have ideas for holidays, field trips, birthdays, etc.
 - If there is a problem concerning your child
 - If your tuition cannot be paid on time
 - If you want to terminate your child's enrollment
- PRESIDENT**
- General functioning or administration of the group
 - If you know someone who is interested in preschool
 - If you want something brought up at a school board meeting
- VICE-PRESIDENT**
- General functioning if the president cannot be contacted
 - Questions or ideas concerning committees
 - If you see anything that concerns you about the equipment or toys (repairs or cleaning)
 - fund raising ideas
- TREASURER**
- If your tuition cannot be paid on time
- SECRETARY**
- You need to switch days on the snack calendar
- Due to knowing you will be gone or you feel you have been over-looked

School Calendar

All weather related closures are the same as the public school

Please watch your newsletters

Dates are subject to changes

September 8 & 9.....	First Days of School
September (TBA).....	Individual pictures
September (TBA).....	Pre-k Grandparent's Program
October 1.....	7:00 Parent/Board Meeting
October 22 & 23	No School NDEA Convention
October (TBA).....	PRE-K ...Parent/Teacher Conferences
October 29 & 30.....	Halloween parties
November 11.....	NO SCHOOL Veteran's Day
November 26 & 27.....	NO SCHOOL Thanksgiving
December 6.....	Pre-K Christmas Program
December 15.....	Beginning Learners Christmas Program
December 17 & 18.....	Christmas parties & last day of school
January 4 & 5	School Resumes
January (TBA).....	Parent-Board Meeting IF NEEDED
January 18.....	NO SCHOOL MLK
Jan. or Feb. (TBA)	Pre-K Father's Night
February 11 & 12.....	Valentine Day Parties
February 15.....	NO SCHOOL-President's Day
March (TBA)	Pre-K Mother's Night
March (TBA).....	Parent-Board Meeting
March ?, ? & ?.....	Pre-K Parent/Teacher conferences
March 18	NO SCHOOL
March 25 & 28(stormday).....	NO SCHOOL-Easter Break
April 24.....	Beginning Learners - Moving up Program
April 28.....	Beginning Learners - Last Day of School
April 29.....	All pre-K classes togetherPre-K Last Day of School
May 1.....	Pre-K Graduation

(TBA) - To Be Announced - Watch newsletters for dates

All dates coincide with the public school calendar

Pre-K

Daily Schedule

Subject to change as needed

(A.M. Classes)		(P.M. Classes)
8:00-8:15	Arrival	12:00-12:15
8:00-8:30	Free Play/Centers	12:00 -12:30
8:30-8:35	Pick-up	12:30 -12:35
8:35 -8:45	Restroom	12:35 -12:45
8:45 - 9:10	Circle Time	12:45 - 1:10
9:10-9:15	Large Movement	1:10 - 1:15
9:15 -9:30	Lesson	1:15 - 1:30
9:30 -9:45	Small motor	1:30 - 1:45
9:45 - 10:00	Snack/Rest Time	1:45 - 2:00
10:00-10:15	Music	2:00 - 2:15
10:15-10:40	Reinforcement/ Arts & Crafts	2:15 - 2:40
10:40-11:00	Show & Tell, Story time	2:40 - 2:55
11:00- 11:20	Recess	2:55 - 3:10
11:20 - 11:25	Dismissal	3:10 - 3:15

Beginning Learners

Daily Schedule

Subject to change as needed

Arrival	12:00-12:15
Free Play / Centers	12:00-12:30
Pick-up	12:30-12:35
Large Movement	12:35-12:55
Restroom	12:55-1:05
Circle Time	1:05-1:20
Lesson - small motor	1:20-1:30
Restroom	1:30-1:40
Snack/Rest Time Small motor	1:40-1:55
Music	1:55-2:00
Tub Time	2:00-2:15
Read	2:15-2:20
Show & Tell	2:30-2:50
Recess	2:50-3:10
Dismissal	3:10-3:15

Field Trip Safety Guidelines

1. Lock car doors when in motion.
2. Driver must carry Liability Insurance.
3. If it is necessary to leave the car with the children inside, the driver must secure the hand brake, leave the car in park, and remove the keys.
4. Each child must be secure with a seat belt and proper child car booster seat. On field days, each parent will be required to leave a proper child car seat to be placed in the vehicle his or her child will ride in. The children cannot ride in the front seat if the vehicle is equipped with an air bag.
5. Each child must sit down and stay buckled when the car is in motion.
6. When cars are used, low speed is important.
7. Stress that children must hold hands when crossing streets.
8. The number of children will determine the number of adults.
9. Adults assigned to children must be aware of their whereabouts at all times.
10. A full stop at all railroad crossings is required.

Make School a Happy Place Start Your Child out on the Right Foot

ENCOURAGE YOUR CHILD TO:

- listen and not interrupt when someone is speaking
- follow directions
- speak distinctly, in a soft voice
- initiate their own activities and play independent of adult supervision
- respect the rights of others and be polite in and away from school
- learn to share and take turns
- have confidence in themselves and others
- care for their own toys and equipment and respect school property
- eat a good breakfast/lunch before coming to school

HELP YOUR CHILD LEARN TO:

- manage their clothing
- hang up their clothing
- manipulate their own clothing, shoes, and boots
- put away their work and playthings
- take over simple household tasks as their responsibility
- save running for games and outdoor play

LET THEM HAVE THE FUN OF:

- singing and listening to music and stories
- occasionally using crayons, paste, scissors, clay, and paint
(Varied activities at home will increase your child's ability to adapt themselves to school.)
- excursions (Experiences of going places and seeing things gives your child something to tell others about.)

YOUR CHILD'S CLOTHING SHOULD BE:

- simple and easy to manage
- make sure boots are large enough
- washable and sturdy
- labeled with the last name

PRESCHOOL OBJECTIVES

SOCIAL GROWTH

Assist children in learning to share
Assist children in asserting themselves when necessary
Encouraging equal participation

EMOTIONAL GROWTH

Assist children in dealing with fears
Assist children in dealing with separation from parents
Assist children in initiating activities

CREATIVITY

Encourage children in all areas, not just arts and crafts
Language Arts - assist children in telling original stories and sequencing
Assist children in developing problem solving skills

GUIDANCE

Discipline children on an individual basis, not in front of a group
Reinforce positive behavior
Channel negative behavior
Assist children in developing responsibility and independence

COGNITIVE GROWTH

We recognize children learn at their own pace. Reading readiness is not the major goal of the Beulah Little People Preschool, though related activities will be incorporated into the regular play activities: naming colors, counting, letters in the child's name, phone number, and further skills as the child's development and interest allow.

NUTRITION

Encourage parents to provide snacks without sugar or low sugar content
Encourage parents to provide beverages such as 100% fruit juice or milk **Kool-Aid, Hi-C, or Tang is not allowed.**

PHYSICAL GROWTH

Assist children in developing eye/hand coordination
Assist children in developing balance
Assist children in developing large motor coordination
Assist children in developing small motor coordination

PARENT EDUCATION

Help parents increase their understanding of their children
Help reinforce demonstrated parenting skills

Student Goals For Pre-K

1. Acquire the ability to share and wait their turn
2. Function in a large group
3. Be able to stay on task for 10-15 minutes
4. Acquire sight and verbal recognition of the alphabet
5. Acquire sight and verbal recognition of colors
6. Acquire sight and verbal recognition of number 1-10
7. Exposure to phonetic sounds of the alphabet
8. Develop proper pencil grip
9. Refine fine motor skills
10. Print name
11. Learn to tie shoes
12. Learn to zip and button their own clothing
13. Develop good concepts of body awareness and parts
14. Exposure to gross motor skills; skipping, running, jumping , etc.
15. Acquire ability to use glue and scissors effectively
16. Recognize and acquire understanding of simple shapes
17. Exposure to fundamental math concepts such as patterns, problem solving, sorting, 1-1 correspondence, etc.
18. Exposure to the beginning concepts of fractions; whole and half
19. Exposure to names of days and months
20. Acquire a basic concept of seasons
21. Acquire simple science facts dealing with everyday life; heat, cold, etc
22. Exposure to opportunities to discuss an explore and acquire knowledge through various media; puppets, dress-up, playing houses, playing store, etc.
23. Exposure to a variety of experiences in art; paint, play dough, crayons, glue, etc.
24. Exposure to music through variety of activities designed to provide the child with an opportunity to express themselves through rhythm and movement
25. Listen and not interrupt when someone is talking
26. Follow direction; increasing to following a set of two- or three-step commands
27. Respect the rights of others and be polite
28. Have confidence in themselves and others
29. Respect school property
30. Concentrate on feelings; "I'm special", manners, etc.
31. Hang up clothing, care for head gear, mittens, etc.
32. Put away work and playthings when finished
33. Be able to express themselves verbally in front of the class and learn to listen to their peers

Student Goals for Beginning Learners

1. Begin to recognize their name in print.
2. Recognize their full name when used verbally
3. Know their age
4. Participate in classroom activities
5. Begin to enjoy participating in games
6. Exposure to music, both instrumental and vocal
7. Learn rhymes and finger plays
8. Learn to walk, jump, and run
9. Spark their curiosity
10. Help them learn independence in both play and work
11. Start to understand directions
12. Learn to seek help when needed
13. Learn to use materials appropriately
14. Learn to distinguish between make-belief and reality
15. Learn to use imagination
16. Able to share and take turns
17. Willing to try new things
18. Learn to work and play well with others
19. Able to make new friends

Policies of the Beulah Little People Preschool

- LOCATION** Beulah Elementary School (main door and SW door)
205 N. 7th St. NW
Beulah, ND 58523
- ADMISSION** Children must be at least 4 years old by August 1 of the enrolling year, for Pre-k; and 3 by August 1 for Beginning Learners. On teacher recommendation, a child who exhibits unsuitable behavior may be dropped from enrollment after parent- teacher-board discussion of the situation.
- REGISTRATION** Accepted until classes are full on a first-come, first-served basis. Children who are repeating will have first choice. A \$50 **non-refundable registration fee** must accompany the registration form. This assures your child a spot in the class. If there is not an opening the child's name is placed on a waiting list. This fee buys insurance for your child and helps defray yearly startup costs.
- TUITION** Tuition is \$90 per month, per child for the Monday- Wednesday-Friday class and \$75 per month, per child for the Tuesday-Thursday classes. There will be no reduction in tuition for families with more than one child enrolled. **Tuition is non-refundable.**
- Tuition is due by the First (1st) of the month.** If tuition is not paid by the tenth (10th) of the month the president will send a request for payment to the parents. There will be a \$20 late charge assessed after the fifth (5th).
- If no payment is received and no arrangement made 1 week after the late notice, the child will not be admitted to class. Tuition is not adjusted for missed days or short months due to holidays. If a non-sufficient fund (NSF) check is received an additional \$20 charge will be assessed.
- All officers will receive a discounted tuition rate which is half of the MWF tuition, for the first child. All officers will pay full tuition for the second child.
- Each family will be required to commit to 2 sales & 1 service during the preschool school year. Signups will only be available on the website: www.signupgenius.com. There is a buyout option of \$400 if you would like to opt out of your sales & service for the year.

REGISTRATION AND TUITION ARE NON-REFUNDABLE

FUNDRAISING Each family will be required to commit to 2 sales & 1 service during the preschool school year. Signups will only be available on the website: www.signupgenius.com. There is a buyout option of \$400 if you would like to opt out of your sales & service for the year.

NON-FUNDRAISING Parents are required to find a replacement if they are unable to fulfill their chosen service/sale. Failure to commit or not show up for a fundraising sale/service time will be subject to a \$150 fee.

GOALS Beulah Little People Preschool was established by parents with specific goals in mind. It is expected that these goals will remain constant from year to year. However, since we are a parent cooperative, should the group find an area lacking they may add to the list.

The main goals are: social growth, emotional growth, creativity, guidance, cognitive growth, nutrition, physical growth, and parent education.

ARRIVAL Preschool hours are 8:00 - 11:30 A.M. and 12:00 - 3:15 P.M. The main parking lot on the south side of the building may be used but **do not use** the **faculty parking lot**. Please refrain from parking in the circular driveway directly in front of the main entrance. The circular drive must be kept clear to provide ready access for emergency vehicles and Special Education vans. The Beulah Elementary School doors are locked during school hours. We have been asked to use the **main door on the south side for morning drop-off & afternoon pick-up**. Please use the **East door for morning pick-up and afternoon drop-off** when entering and exiting the school. Please refrain from visiting in the hallways as classes are in session. Preschool students are not allowed to ride on the Beulah Public School buses, unless approved by Beulah School system and upon approval each student needs a sibling or friend on the bus to see the student into the building. **If a child fails to arrive the parents will be called immediately. Please let the school know if the child will not be here.** Your child must be escorted into the classroom each day. You are responsible for your child until the child arrives in the classroom.

Arrival time is at 8:00- 8:15 A.M. and 12:00-12:15.

Please **DO NOT bring your child to school before the arrival time**. Please watch the drop off time and be prompt picking up your child from preschool. There will be a \$5 dollar charge assessed for continually being more than 15 minutes late or early arrival. Repeated failure to comply with school hours may make it necessary for the board to replace your child with another child from the waiting list.

DISMISSAL Children are dismissed only to the parent or other authorized person.

School Closing (Bad Weather)

Beulah Little People Preschool observes the same schedules as the Beulah Public School system. Bad weather days will also coincide with the public school. If the public school closes due to weather the preschool will also close for the day. School closings will be announced on KFYZ 550AM and KFYZ TV. The Preschool is also included in the "Alert Now".
In case of an emergency we will follow the public school's policy and participate in all drills and plans. This includes: lock downs, tornado drills, fire drills, closing, etc.

SUPPLIES

Each child must have a school bag big enough to hold a folder. Please mark the bag and EACH item listed in the Open House letter with the child's name.

CLOTHING

Be sure to dress your child appropriately to play outdoors. Dress should be appropriate for the weather conditions; this includes mittens, head gear, and boots during cool or wet months. Children must wear shoes in the school at all times.

SNACKS

The minimum requirement by the department of Human Services states, children in care for more than two and one-half hours shall be served a **nutritious snack** on a regular basis. The children at the preschool take turns bringing snacks for the rest of the class. We encourage snacks that are not high in sugar. A snack list is made out by the Secretary and sent home with the children monthly. Children will be recognized on their birthday or half-birthday, but **NO CAKE OR CUPCAKES!**

A good snack for a child has the following attributes:

- * It is pleasant to look at and good to eat.
- * It provides adequate nourishment without filling the child up.
- * It supplies valuable nutritive elements (vitamins and minerals) while avoiding useless calorie

DO NOT bring juice boxes or drinks like Hi-C or Rich-n-Ready. These are fruit drinks but Not fruit juice. We ask that you bring only 100% fruit juice without any added sugar. The label will say 100% un-sweetened fruit juice on it. You can also bring white or chocolate milk. The amount needed will be listed on the snack calendar.

Discipline

Discipline at the Beulah Little People Preschool will be constructive or educational in nature. Techniques may include diversion, separation from the problem situation, talking with the child about the situation, praising appropriate behavior, and gentle physical restraint such as holding. Children will not be subjected to physical harm or humiliation. Disregarding any of the following disciplinary rules or any disciplinary measures resulting in physical or emotional injury or abuse to any child is grounds for a staff member's termination.

- 1.No child may be punched, spanked, shaken, pinched, bitten, roughly handled, or struck by the caretaker or any other adult in the facility.
- 2.Authority to discipline may not be delegated to or be accomplished by children .
- 3.No child may be physically punished for lapses in toilet habits.
- 4.Separation, when used as discipline, must be brief and appropriate to the child's age and circumstances. A preschool child must be within hearing of an adult in a safe, lighted, well- ventilated room. No child may be isolated in a locked room or closet.
- 5.Verbal abuse or derogatory remarks about the child, the child's family, race, religion, or cultural background may not be used or permitted.
- 6.No child may be force fed unless medically prescribed and administered under a physician's care.
- 7.Deprivation of snacks may not be used as a form of discipline or punishment.

Health and Safety

It is a state law that all children entering school be immunized

For your child's protection and the protection of others we ask that all immunizations be current. Forms are available through the preschool, the county health nurse in Stanton or at any clinic. Once they are filled out and signed by a nurse or doctor return them to the preschool before or at Open House; but must be filed on the first day of attendance.

Please be specific when filling out the health form. If your child has any physical illness, allergies, psychological, or behavioral problems please mention them on form and to the teacher. Such conditions may require classroom modifications .

The aide is responsible for maintaining the room, vacuuming floors, disinfecting tables and chairs daily. The aide is also responsible to see all toys are disinfected as needed.

The State Health Department has asked that we do not allow pets in the classroom due to the incidents around the state when students were exposed unknowingly to rabies. Your child can bring pictures and share about their pet.

If your child or family contacts a contagious disease please notify the teacher immediately. If a communicable disease has been contacted by any of the children all toys will be cleaned and disinfected. For the well-being of the other children please do not bring your child to school if they are ill or have a fever.

Parents will be contacted to pick up your child if any of the following occur:

- Pink Eye with white or yellow discharge until 24 hr. after Rx.
- Scabies/head lice until 24 hr. after Rx.
- Strep- throat until 24 hr. after Rx and no fever.
- Chickenpox until 6 days of rash or all lesions crusted.
- Impetigo until 24 hr. after Rx.
- Fever > 100* in the armpit and behavior change.
- Rash with fever, Rash with behavior change
- Vomiting
- Diarrhea
- Ring-worm until rash improves from Rx. or clothing covers rash

Parents will be contacted to pick up their child if they become ill, vomit, has a bowel movement or wets themselves. The state health department specifically states that the teacher cannot be responsible for cleaning up these situations.

It is the policy of the Beulah Little People Preschool that there will be CPR and First Aid certified personnel in the classroom at all times. If a blood spill should arise, the staff will use the utmost precaution and wear rubber gloves while attending to the child.

It is imperative you contact the preschool if your child is absent.
Please call between 7:30-8:00am. With our weather environment we have to know their whereabouts

**Special
Needs
Policy**

When children with special needs are admitted the teacher will consult on a case by case basis, the child's parents, the child's source of professional health care, or when appropriate other health and professional consultants. The parents will be required to supply or find a source to supply any special equipment needed by the child. The teacher will receive proper instructions as to the nature of the child's handicapping condition and potential for growth and development.

**Neglect
Abuse
Report**

The Preschool staff is a mandatory reporter of suspected child abuse and neglect. If it And appears that a child attending school has been abused or neglected by his/her caretaker a report will be made to MCSSB. If you need to report a complaint, license violation or suspected child abuse, please contact social services at this phone number or address.

Our licenser is Joann Berry. Her contact information is: 701-745-3384
Dakota Central Social Service
PO Box 70, Stanton, ND 58571.

BEULAH LITTLE PEOPLE PRESCHOOL BYLAWS

I. NAME:

The name of this group shall be BEULAH LITTLE PEOPLE PRESCHOOL (BLPP). The preschool is a non-profit organization. We shall carry a certificate for the right to solicit funds.

II. PURPOSE:

This cooperative was organized to provide a learning experience for both parents and children. The parents are provided with an opportunity to work and observe their children in a group preschool situation. The parents are also given the opportunity to discuss, through parent meetings, common problems affecting their children. The children learn various skills through the preschool and also have an opportunity to develop their emotional and physical abilities.

III. MEMBERSHIP:

This organization will not discriminate against applicants or students on the basis of race, religion, sex, or national origin. This policy includes, but is not limited to racially, religiously, or sexually non-discriminatory administration by the school admissions program. This preschool will not maintain separate classes or facilities along racial, religious or sexual lines.

IV. BOARD:

The Board shall consist of the President, Vice-president, Secretary, and Treasurer.

The board may decide upon the number of committees needed for the efficient functioning of the group.

The teacher shall act as advisor to the board meetings and the parent-board meetings.

V. ADVISORY COMMITTEE:

The advisory committee will consist of three of the four outgoing board's members; the former President, Treasurer, and one of the two others. Duties will consist of auditing books, long-range planning, budgeting, assuring that non-profit status for the group is secure, reference for new board, providing any addition information which has been relevant from the past

The advisory committee will meet as needed with the current board.

VI. ANNUAL MEETING:

The annual pre-registration meeting will be held by April 15th.

The contracts shall be available for full review at the first April meeting and voted on at

the second April meeting, allowing time for changes before the signing.

VII. ELECTIONS:

An election of officers shall be held at the annual pre-registration meeting. Should a vacancy occur, the remaining board and teacher shall appoint any vacancy in an office.

VIII. FINANCES:

The Treasurer and the President are empowered to sign checks.

All monies distributed above regular monthly and re-occurring bills amounting over \$200 shall be brought to the parents for approval. All expenses incurred shall be presented at the parent-teacher-board meetings.

A registration fee of \$50 per child is required and is not refundable. The tuition shall be established on an early basis and stated in the policies.

IX. HIRING OF PRESCHOOL TEACHERS AND CONTRACTS:

A contract between the board and the preschool teacher and aide shall be drawn up and considered binding. This should be done as soon as possible after the newly elected board takes office, no later than June 15th.

When hiring any new employee, the ND century code 75-03-11-27 regarding conviction of crime will be followed.

X. ATTENDANCE:

Children are expected to attend each day of school. Tuition is not adjusted for absences. Children with contagious illnesses shall not attend. The president or teacher is responsible to close the group in case of emergency.

XI. DISSOLUTION:

Upon the dissolution of this organization the officers shall, after paying or making provisions for the payment of all liabilities of the organization, dispose of all the assets of the organization in such a manner or to such organization(s) organized exclusively for charitable, educational, or scientific purposes.

XII. AMENDMENTS:

These bylaws may be amended by two-thirds majority of members present at the time of voting. The parents present at the Parent-Teacher Meetings will constitute a quorum and shall conduct and vote on all business.

Income Tax Information

Your preschool tuition is a daycare expense when you itemize or when you flex. We are a licensed preschool center through the state and county.

Our ID# is 450348099.

Our license number is 29-87-1973E

(It is posted in the room)