

# **Welcome to Bruce Guadalupe Preschool Centro de Nino**

1028 S. 9<sup>th</sup> Street  
Milwaukee, WI 53204  
Phone: 414-645-4869      Fax: 414-649-4921

## **Student Behavior Standards Conduct and Discipline Code *"Guaranteeing Each Child Achieves His or Her Dreams"***

Dear Families:

The staff of Bruce Guadalupe Preschool, Centro de Nino would like to welcome you to a new school year. Our goal is to ensure that each student is empowered to achieve his or her dreams and contribute to his or her community, country and world.

By choosing to enroll your child, you are entering into a partnership that focuses on removing obstacles that impede student success; commits to rigorous academics and personal development; strives to surround children with student-centered and compassionate staff; values relationship building to inspire achievement; and honors the deeply rooted history and diversity of our community. Our goal is the success of your child.

Students attending BGCS, Centro de Nino, like members of any community, have both rights and responsibilities. The purpose of this booklet is to ensure our students and parents understand these rights and responsibilities, as well as the consequences for violating rules. Please take time to review the information contained in this document. You will then need to sign the page at the back of the booklet that indicates that you have read the information contained in the booklet. This page should be removed from the booklet and returned to your school's main office within one week of receiving booklet.

### **A Word to Parents**

We understand that parents are their children's first teachers. We acknowledge that families have important values and rights in making decision about your child's education. The success of any school depends to a great degree on how actively involved parents are with their children's education. There are a variety of ways you can become involved in your child's education, including:

- Talking with your child each day about what they are learning in school
- Participating in homework activities
- Parent Involvement Committee (PIC)
- Reviewing and discussing grades on school assignments and report cards
- Attending Meet & Greet, Parent meetings, parent/teacher conferences, etc...
- Participating in school activities, and committees

Communicating openly about issues and concerns is another critically important way parents can help us provide the best school possible. Please help us identify and address problems quickly by letting us know when you have concerns. The best place to start is with the person who is most directly connected to the concern. If the concern involves a teacher or classroom, then the place to start is with a teacher. If the concern involves the school or program, then the best place to start is with a school administrator. Bruce Guadalupe Community staff members are available and able to identify and resolve problems, and most often a concern gets resolved quickly once it is brought to the attention of teacher or school administrator. Unresolved concerns about a classroom or teacher should be shared with a school administrator.

Thank you for being an active partner in your child's education. Working together, we can ensure that all our students achieve their dreams during and beyond their time at Bruce Guadalupe Community School (BGCS), Centro de Nino. If you have any questions or concerns, please do not hesitate to contact your classroom teacher and/or an administrator at 414-645-4869.

We hope that this handbook will help to answer some frequently asked questions about our program. Copies of this handbook can be found on the website and paper versions in the preschool office.

Thank you for your support.

Sincerely,

Early Childhood Office (Preschool Office)

## **Mission**

The mission of Bruce Guadalupe Community School (BGCS), Centro de Nino is to ensure that all children, ages three through six have equal access to comprehensive, high quality program options and support on a developmental continuum. We are committed to setting up an environment that respects and appreciates the uniqueness of each child and family. Awareness, respect, sensitivity and appreciation for diversity that cuts across gender, class, race, culture, language and exceptionality will be our goal. The curriculum reflects congruency between school and the family structure and it is developmentally appropriate. United Community Center, Centro de Nino staff will not engage in discrimination against any person because of race, color, religion, sex, national origin, ancestry, age, martial status, disability, or sexual orientation including gender identity and will comply with all applicable federal and state, nondiscrimination, equal opportunity and affirmative action laws, orders and regulations, This nondiscrimination policy applies to all of the United Community personnel.

## **Program Philosophy:**

Our philosophical beliefs are based upon standards established by the National Association for the Education of Young Children (NAEYC), knowledge of child development, theories of child behavior, and acceptable best practices for educating young children. Six important components of the program are:

- Understanding children's play and the teacher's role in guiding and facilitating cognitive, social, emotional, and physical development through play.
- Building relationships with children and families through dialogue, understanding, and interactive experiences.
- Encouraging children to make decisions while learning and to understand how their decisions affect others.
- Guiding children through teacher-planned, child-initiated activities based on children's interests. These activities enhance children's skills in all areas of development.
- Implementation of BGSC early childhood framework. Each grade level have a monthly framework.
- Meeting BGCS educational goals for each grade level

Play is an important vehicle for developing self-regulation as well as promoting language, cognition, and social competence. Children of all ages love to play, and it gives them opportunities to explore the world, interact with others, express and control emotions, as well as develop their problem-solving abilities, and practice emerging skills. Research shows the links between play and foundational capacities such as memory, self-regulation, oral language abilities, social skills, and success in school.

Students engage in numerous types of play in which they interact with each other, plan how the play will go, assign who plays what (I'll be dad, you be mom, etc.). Play is a powerful tool in developing self-regulation, and motivates students to play according to their rules and roles. Play enables students to learn how to inhibit their impulses, increases their social and emotional skills as well as growing cognitive skills/knowledge. Preschool staff purposefully plan high-level dramatic play which increases students' cognitive abilities, language, self-regulation, and social/emotional skills.

Teachers will organize their classroom so that it promotes each student's learning and development. Teachers will also organize students' schedules which allows them to experience extended time to engage in sustained play. Teachers arrange and provide a wide range of materials, ideas and challenges, which will captivate students' attention and invite them to explore, investigate and engage in meaningful and substantial involvement. Students will investigate, interact and explore with teachers and peers.

Teachers will scaffold students' learning. Scaffolding means that teachers build on, extend, on what students already understand and can do by themselves. Learning occurs by continually building on new experiences which enhances students' cognitive, physical, fine and gross motor skills, and emotional/social skills. It is giving the students support on new skills until they have mastered the skill(s). The idea is that teachers are always challenging students to grow and learn. Teaching strategies are used that meets each students' developmental capacity, abilities, culture, language etc...The curriculum allows students to achieve outcomes that are developmentally and educationally significant and appropriate. Students are engaged in learning experiences (including play) that promote meaningful learning.

Preschool curriculum uses remnants of emergent curriculum, Creative Curriculum, and BGCS's curriculum framework. By combining those resources our students become critical thinkers and lifelong learners.

To further support children's growth and development in the classroom, we encourage family involvement. We view families as students' first teachers and we value your involvement with the school. We offer many opportunities for family members to volunteer. Family members can be become involved in the Parent Involvement Committee (PIC), field trips, pot lucks, bringing items needed for the classroom, etc.

BGCS prepares students to be responsible, respectful, caring, and skilled lifelong learners. We do this through a stimulating and integrated curriculum that nurtures students' strength in a safe and caring environment. The environmental set up includes many diverse cultures, languages, and themes.

### **Student Responsibilities**

*A "responsibility" is an obligation one has to do what is right.*

#### **Protect the right of others to study and learn.**

Students attend school in order to receive an education. No student has the right to interfere with the education of others.

#### **Attend school daily unless legally excused.**

Students are expected to attend school each day.

#### **Be on time for classes.**

Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that leads to success.

#### **Obey school rules.**

Rules are designed to allow a school to meet its obligation to educate students. A school cannot achieve this obligation if significant time is taken away from instruction to maintain order. **Cooperate with school staff in disciplinary cases.** There is a difference between "tattling" and telling school personnel about potential problems in the school community. Every community depends upon the willingness of its members to help solve problems.

#### **Respect public property and carefully use and return all materials.**

Schools are a community's commitment to its young people. Abusing school property is wrong. It forces the community, through its citizens, to spend additional money in order to provide the same opportunities for future students.

### **Communication between school and home:**

Education requires a partnership between the home and the school. For a partnership to work, everyone must share information. All classrooms participate in classroom dojo. Please be sure that you have given a current email to your child's teachers. Information about what is going on in the classroom and in the school will be sent through classroom dojo. Information regarding your child's day may also be sent through classroom dojo. For those families who do not participate in classroom dojo, every Wednesday, a Red Folder is sent home with information that needs to be read. Please take the time and read all the material in the folder; sign the front of the folder and have your child return the empty folder to school. All families will receive lunch and/or daycare invoices sent in the red folder. Classroom dojo and red folder assists us in communicating between school and home. All information is also posted on parent boards, which are located by classrooms' doors. Teachers will regularly communicate through Class Dojo, phone calls, notes, etc. Parents may text the teachers with any concerns or questions through Class Dojo, face to face time, phone calls, notes, etc. Parent teacher conferences are held twice a year: once in the fall and once in early spring. There are also progress reports sent home. Please check website or school calendar for dates and times.

### **Help make school a safe place.**

You are expected to help make school a safe place. Students shall not bring weapons, drugs or alcohol to school, use gang symbols, wear gang-related clothing or act in a threatening manner. No student shall be permitted to attend or continue to attend any school without meeting legal requirements for immunization against disease unless the student has requested and received a valid exemption as provided by law.

### **Student Rights**

*A "right" is a privilege to which one is justly entitled.*

No student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity based on that student's race, color, religion, national origin, sex, or disability. All students have the right to equal educational opportunity without interference from others.

### **Students with disabilities**

Federal law prohibits exclusion from participation in or denial of the benefits of educational programs on the basis of recognized disabilities. BGCS, Centro de Nino will provide to each qualified student, with or without a disability, an appropriate public education and will not exclude or discriminate against, on the basis of handicap or disability. Qualified students with disabilities will not be kept from participation in nonacademic and extracurricular services and activities.

### **Homeless Students**

Federal law grants special rights to students and families who are homeless. A student is considered homeless if they:

- Lack a fixed, regular, and adequate nighttime residence
- Share housing of other persons due to loss of housing, economic hardship, or a similar reason
- Live in motels, hotels, trailer parks, or camp grounds due to lack of alternative adequate accommodations
- Live in emergency or transitional shelters
- Abandoned in hospitals
- Awaiting foster care placement
- Live in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus, or train stations, or similar settings
- Migratory children who qualify as homeless because they are living in circumstances described above.

Homeless students and students from homeless families have the right to:

- Go to school, no matter where they live or how long they have lived there;
- Continue in the school they attended before they became homeless or the school they last attended, if that is their choice and is feasible;
- Attend a school and participate in school programs with children who are not homeless;
- Enroll in school without giving a permanent address;
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents require for enrollment;
- Enroll and attend classes in the school of their choice while an enrollment dispute is being resolved;
- Receive the same special programs and services, if needed, as provided to all other children served in these programs;
- A waiver of certain school fees and costs.

## **Reporting of Safety Concerns**

BGCS, Centro de Nino prides itself in providing a safe learning environment for students. Parents and students can play a very important role in keeping schools safe by reporting all situations that in any way could be unsafe. Examples of concerns or situations parents and students should report include:

Potentially dangerous school equipment, Threats against students or staff, Fights or assaults, Bullying, Gang-related activity, Harassment, Suicidal comments by a student, Weapons, Drug/Alcohol possession or sale, School or community vandalism, School or community crimes, Child abuse.

The fastest and most direct way to report threats to student safety is to tell these concerns to a teacher or school administrator. The staff member will investigate the concern immediately and take appropriate action to address the concern.

## **Visitors to the Schools**

It is the school's policy to encourage parents and all citizens of the community to visit the school throughout the year.

Parents and citizens are welcome and shall have reasonable access to observe classes, activities, and functions. Parents and visitors must stop at the preschool office and sign in as a visitor and wear a sticker that states they are a visitor.

Teachers shall avoid conferring with parents during class sessions; parents desiring an individual conference should make an appointment in advance. Visitations by non-enrolled juveniles unaccompanied by adults are prohibited unless approved by the school administrator. Visitors shall not distribute information to students or staff without prior approval from a school administrator.

## **Prevention of Bullying**

We recognize the negative impact that bullying has on student health, welfare and safety and on the learning environment at school. Bullying is prohibited on all United Community Center properties, and/or any school-sanctioned activities or events. "Bullying" is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression, or by means of a physical act or gesture.

All school staff and students share the responsibility to ensure that bullying does not occur. To that end:

- All students who believe they have been victims of bullying in any circumstance shall immediately report it to a teacher or any staff.
- All students who witness student bullying in any such circumstance shall immediately report it to a teacher or any staff.
- Any staff who witness student bullying in any such circumstance shall immediately take appropriate action to stop the bullying, and shall promptly report the bullying to a school administrator for appropriate action.
- Discipline for student bullying may include suspension, expulsion and/or classroom removal.

## **Weapons in School**

Possession and/or use of a weapon by a student is detrimental to the welfare and safety of students and school personnel. Carrying, bringing, using or possessing a dangerous weapon on United Community Center property, or during any school-sponsored activity is prohibited.

As used in this policy, "dangerous weapon" means:

- a) A firearm, whether loaded or unloaded;
- b) Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
- c) A fixed blade knife with a blade
- d) A spring loaded knife or a pocket knife with a blade
- e) Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury. Including but not limited to a slingshot, bludgeon, brass or artificial knuckles of any kind.

A school administrator may initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of this policy. In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school. Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on United Community Center property is prohibited. Students who violate this policy provision may be subject to disciplinary action, including but not limited to suspension and/or expulsion.

Extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using or possessing of any knife, regardless of the length of the blade, other instruments with sharpened blades or edges that might easily be used as a weapon, or any other substance or object, regardless of its intended purpose, used in a manner that may

render them dangerous to the user or others, on United Community Center property or any school sponsor event is prohibited. Students who violate this provision shall be referred for appropriate disciplinary proceedings.

### **Rules and Consequences for Violations**

*Violations of rules, which are known and understood, must be followed by consequences, which are known and understood.*

The following student behaviors are prohibited and may result in discipline for students who engage in the behaviors while in school buildings, on school grounds, at a school-sponsored activity, or off school property when the behaviors have some connection with school or affect school operations:

1. Continued willful disobedience or open and persistent defiance of proper authority including, but not limited to, repeated violations of school policy and/or regulations, and repeated instances of misconduct, no single occurrence of which might otherwise constitute a ground for suspension or expulsion.
2. Repeated interference with a school's ability to provide educational opportunities to other students.
3. Willful destruction or defacing of school property.
4. Behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel, including behavior which creates a threat of physical harm to the student or to other students.
5. Incidents of assault upon, disorderly conduct toward, harassment of, the making of a knowingly false allegation of child abuse against, or any criminal act directed toward a school teacher or school employee, or instances of damage occurring on the premises to the personal property of a school teacher or school employee.
6. Bringing or possessing a dangerous weapon on school grounds, or at a school activity or sanctioned event. The school administrator may initiate expulsion proceedings for students who brings or possesses a dangerous weapon in violation of this policy, subject to these provisions.
7. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or school visitors.
8. Harassment or discriminatory behavior directed toward any student or staff member based on race, color, religion, national origin, sex or disability.

### **Suspension and Expulsion Procedures/Suspension Procedures**

The following procedures shall be followed in any suspension.

- A student may be suspended from school by a School administrator.
- As an alternative to suspension, the suspending authority may acting in her/his discretion, allow the student to remain in the school as an in-school suspension.
- Notice. A school administrator will give the student and his/her legal guardian notice whenever a suspension is employed. Initial notice may be oral; however, a written notice must follow.
- Contents of Notice. The notice shall contain the following:
  - A statement of the factual basis for the allegation.
  - A statement of the policy or regulation, which the student is alleged to have violated.
  - The time and place set for hearing the matter
  - Informal hearing. Any student suspended shall be given an opportunity to explain his or her position regarding an incident constituting grounds for discipline.
  - Timing. Notice and an informal hearing should precede removal of the student from school unless immediate removal is necessary.

Factors to be considered by school administration when determining if a student should be suspended, expelled and/or referred to law enforcement:

- Applicable state and federal law;
- **The age of the student;**
- The disciplinary history of a student;
- Whether the student has a disability;
- The seriousness of a violation;
- Whether a violation threatened the safety of any student or staff member; and
- Whether a lesser intervention would properly address a violation.

## ***Withdrawal Policy***

- The school may withdraw a student based on serious infraction of policies, committed by a student and/or family member. In the case of a child with extreme behavior, every attempt will be made within the classroom to modify behavior and guide the child with age appropriate expectations. It is expected that families will conference and work with the teacher, administrative staff, school counselor and others deemed necessary to find a plan that will best guide the child's behavior. School and families will work diligently to follow the plan. In rare cases where families and student cannot follow the plan, withdrawal of student may occur. A written letter giving time and date of withdrawal will be given to parents in a timely manner.
- In rare cases where families cannot follow adapted/modified payments, which were arranged through the accounting office, students may lose their slot. However, every reasonable effort will be made to assist parents with fulfilling their financial obligation to the school.
- The school administrator makes the final decisions on when a student is withdrawn from the school. Parents may appeal the process through a written letter to the elementary principal.
- Parents may withdraw their child at any time. However, Parents must fill out drop form and give new school/daycare location.

## ***Access to Records/ Confidentiality***

Persons having access to student's records do not discuss or disclose personal information regarding students and facts learned about the students and their families. A parent or guardian has the right to inspect and review their child's education records. The parent shall examine the file in the presence of a school administrator or administrator assistant. The record itself shall not be taken from the school building. However, upon request, one copy of the records shall be provided within a reasonable time to the parent.

### **Requests to Amend Education Records**

Parents who believe that information contained in the education records of a student is inaccurate or misleading or violates the privacy or other rights of the student may request that the school amends the records. The request to amend a student's records must be made in writing within 10 school days of the date the records were first examined. If the parent challenges any part of the record, the School Director (or in the case of psychological test data, the Director of Special Education) should review the part of the record being challenged and may by mutual agreement with the person making the challenge destroy, delete or add the information in question.

### **Disclosure without Written Consent**

The school maintains the strictest rules of confidentiality. However, the School District may disclose student education records or personally identifiable information from the student records without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein.
  - a. A "school official" is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including health or medical staff; a person serving on the Board of Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (auditor, therapist, or consultant);
  - b. A school official has a "legitimate educational interest" if disclosure to the school official is:
    - i. Necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement;
    - ii. Used within the context of official District business and not for purposes extraneous to the official's areas of responsibility;
    - iii. Relevant to the accomplishment of some task or to a determination about the student; and
    - iv. Consistent with the purposes for which the data are maintained.
2. Officials of another school or school system that has requested records in which the student seeks or intends to enroll.
3. Authorities named in the Family Educational Rights and Privacy Act and accompanying federal regulations. These include: Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
6. The disclosure is to accrediting organizations for accrediting functions.
7. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
8. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.

9. The disclosure is to comply with a judicial order or lawful subpoena. Unless specified in the order or subpoena, the District shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena.

10. Information from records may be released to officials of other school systems in which the student intends to enroll.

11. Requesting Records from Other Districts/Schools/daycare centers. When a student transfers to BGCS from another district/daycare center/school, the school Administrator of the receiving school will ask the parent to sign the authorization form. This form will be completed by the school Administrator and forwarded to the school/daycare center of previous attendance. If a student exits/drops BGCS, Centro de Nino, the parent must complete a drop form. The school that the student will be attending will request records and records will be sent to the new school/daycare.

### **Curriculum**

Teachers, Curriculum Director, administration, and other support staff are responsible for determining curriculum and meeting students' goals. Parents' input is encouraged in determining the needs and goals of each student. As a group, we plan realistic goals for students based on assessment of individual needs, abilities, and interests. BGCS, Centro de Nino, will offer students a variety of developmentally appropriate activities and materials that are selected to emphasize concrete learning and to achieve the following goals:

- Foster positive self-concept
- Develop social and emotional skills
- Phonemic awareness: letter-sound associations, rhyming, etc.
- phonics
- Encourage children to think, reason, question and experiment
- Encourage language/vocabulary development
- Encourage and demonstrate sound health, safety and nutrition practices.
- Encourage creative expression and appreciation for the arts
- Respect cultural diversity of staff and students

BGCS, Centro de Nino is a bicultural school, embracing the Latino culture and traditions. Additionally, we believe that focusing on the acquisition of the English language enables students to meet high academic expectations and do not utilize a bilingual curriculum.

A child's curiosity is encouraged and challenged by participating in activities and interacting with others. The children are free to explore through writing, manipulatives, and dramatic play, to name a few. Additionally, the children apply their learning by experiencing various field trips.

The daily schedule is planned to provide a balance of activities on the following dimensions:

- Indoor/outdoor.
- Students will utilize the preschool playground for outdoor recess
- Quiet/Active
- Individual/small group/large group
- Limit transitions to three minutes or less
- Large muscle/small muscle
- Child initiated/teacher initiated

### **Transitions:**

BGCS, Centro de Nino strives to keep students in the same classroom with the same staff throughout the school year. Students do not transition to another classroom until the start of the new school year. In the unlikely event a student needs to transition into another classroom there will be a one month transition process. This process will include visiting the new room, eating with the other students, attending specials, complete numerous reading and free choice time, etc... Time will be allotted to give student support during the transition period, which includes spending time in the classroom and getting support through the school counselor.

Transition to new grade level:

In the spring students will get support to make the transition to the new classroom in the fall.

Students will spend time in their fall classroom. They will complete several projects, have free choice, etc... Parents will have the opportunity to attend a parent meeting where information will be shared about the new grade level and what expectations teachers have for the students and family. Resources will be available for parents to read and/or take home. Resources could include class rules, healthy snack info, birthday info, guidelines about fieldtrips, schedules, expectations, homework guidelines, assessment guidelines, review school dress code, etc... School counselor will meet with each

classroom and give mini-lessons on transitioning to a new room and making new friends. Additionally, before the start of the school year there will be a “Meet and Greet” event where families and students will go to their new classroom and meet the teachers. Parents will have time to meet and get to know the teachers and walk around the school. At Meet & Greet please fill out information forms, such as preferred method of communication, family surveys, etc. Information packets and parent handbooks are available for parents to take home.

**Waiting in line or in large groups:** Students wait for 3 minutes or less when transitioning from one activity to another. After three minutes, staff implement different activities when students are waiting in line for the bathroom, washing hands, waiting for other students to join them on the carpet, etc... For example, staff might sing songs, do nursery rhymes, finger plays, tell a story, etc. Staff use this time to expand language, reinforce concepts, etc. In other words, students do not just wait in line. Staff use this time to continue to develop relationships with students, meet their needs or expand/reinforce concepts.

#### **New Families:**

Families that are interested in attending the school can participate in at least two open houses. Families can participate in tours and go into classrooms. Information will be discussed throughout the tour. Parents will be able to take home flyers/brochures, parent handbooks, etc., which give information about the school.

In the summer, there will be an orientation for all new families. At the orientation, school policies and procedures will be given out and discussed.

### **K3 Program Summary**

The K3 program is designed to foster a child’s social, physical and emotional well being while integrating important cognitive skills necessary for future success in school. This includes daily experiences with recognition and discrimination among letters/numbers, phonemic awareness, such as letter-sound associations, rhyming, etc, as well as working on colors, shapes, fine and gross motor activities, hands-on art and sensory experiences. The K3 curriculum has intentional age-appropriate activities, which includes free-choice time. Free choice occurs daily and allows students opportunities to develop social skills, choice making and conflict resolution experiences, etc.. K3 is designed to prepare students for K4 and to acquaint students with classroom experiences and school rules and routines.

The teaching staff assesses and observes each student to monitor their level of success and communicate progress to parents. We do this formally through report cards, but also informally through daily observations, notes home, classroom dojo, red folders, and daily conversations with parents, as well as parent-teacher conferences. Open communication is welcome and strongly encouraged throughout the year. Please check the parent board for weekly and monthly information. We look forward to meeting your child and working together to achieve an excellent educational experience at BGCS, Centro de Nino,

Sincerely,

K3 teachers and assistants

### **K4 Program Summary**

The K4 program supports a child’s social, emotional, cognitive, and physical development. The K4 curriculum has intentional age-appropriate activities, which includes free-choice time. K4 is designed to prepare students for K5. Students will experience numerous and expanding classroom experiences and increase their academic goals and their understanding of school rules, expectations and routines. Working within a context of children, families and communities, we are committed to creating an engaging learning environment that supports and respects the unique potential of each individual through best practices. We follow age appropriate guidelines throughout the curriculum. Highlights of our year include monthly family projects, intergenerational activities with the Senior Center, and community service projects.

Some specific things that you can expect your child to learn, or at least be introduced to, in K4 are:

- Counting to 50 and beyond
- Colors
- Sorting, categorizing, sequencing
- Recognizing and writing of upper and lowercase letters
- Discriminating between letters and letter sounds
- Phonemic awareness: letter-sound associations, rhyming, etc.
- Increase English vocabulary
- Number Recognition
- Recognize and discriminate shapes

- Writing full legal Name
- Increasing social and emotional skills
- Direct Instruction: Language for Learning
- Daily 5
- Guided Reading

The teaching staff assesses and observes each student to monitor their level of success and communicate progress to parents. We do this formally through progress reports and report cards, but also informally through notes home, homework, classroom dojo, red folders, and daily conversations with parents, as well as parent-teacher conferences. Open communication is welcome and strongly encouraged throughout the year and parents are welcome to observe classrooms. Please check Wednesday's Red Folder and the parent board for weekly and monthly information.

We look forward to meeting your child and working together to achieve an excellent educational experience at BGCS, Centro de Nino.

Sincerely,

K4 Teachers and Assistants

## ☆ K5 Program Summary

The K5 program builds upon and reinforces the social, emotional, cognitive, and physical growth that children experienced in K4. K5 is designed to prepare students for first grade. Working within a context of children, families and communities, we are committed to creating an engaging learning environment that supports and respects the unique potential of each individual through best practices. Our goal is to nurture critical thinking and independence and to lay a solid foundation for success in our first grade curriculum as well as developing life-long learning skills for children.

The children are exposed to a variety of subjects through reading, writing, listening, speaking, music and art. The students are encouraged to work as a group as well as individually as they apply their knowledge by participating in discussions, creating projects, and completing text type work.

The teaching staff assesses and observes each student to monitor their level of success and communicate progress to parents. We do this formally eight times a year through progress reports and report cards, but also informally through notes home, homework, red folders, classroom dojo, and daily conversations with parents, as well as parent-teacher conferences. Open communication is welcome and strongly encouraged throughout the year and parents are welcome to observe classrooms. Some specific things that you can expect your child to learn, or at least be introduced to, in K5 are:

- Counting to 100 and beyond
- Recognizing and writing numbers up to at least 31 and beyond
- Simple addition and subtraction
- Understanding of size with relation to length, volume and weight
- Telling time to the hour
- Recognizing and writing of capital and lowercase letters
- Writing simple sentences including understanding of spacing and punctuation
- Producing letter sounds and word families
- Recognition of simple sight words and beginning decoding of simple words
- Families, communities and the world
- Polite manners, including sharing and caring for others and for property
- Basic geography and map skills
- The five senses
- Animals, Plants, Water
- Air, weather and seasons
- Care of the environment
- Community Safety
- Health and nutrition
- Bible Study/Character building is offered from 3:00 to 4:00. It is an after school option, which is free. A flyer will be sent home stating start date. Parents must give written permission for their child to attend.

We look forward to meeting and working with you and your child!

Sincerely,

K5 Teachers and Assistants

## **Class Schedule/Pick-Up/Drop-Off**

### **K3/K4/k5**

- Classroom schedules are posted on the parent information board, which is located by your child's classroom door.
- Students may be dropped off at 7:30 am daily. Class starts at 8:00am. Parents who need to drop off students between 7:00 and 7:30 need to contact preschool office for details.
- From 7:30 to 7:50 parents may drop-off their child on 8<sup>th</sup> street. Pull up to the curb and staff will assist children out of the car and into the building. Staff are posted along the hallway to escort students to their classroom.
- Families who prefer to escort their children into the building must park on Washington Street and walk their child into the classroom.
- Students that arrive after 8:00 am are tardy and must go to the office and get a tardy slip. Students are not allowed into their classroom without a tardy slip.
- Students cannot be brought into the building early and left in the hallways alone.
- No one under the age of 18, except for a brother or sister who is at least 12 years of age, may escort a K3/k4 child from the classroom.
- Your child will not be released to anyone who is not authorized by you as an escort. If you have an emergency, and must send someone who is NOT listed as an escort, you MUST call the preschool office and provide the person's full name. Identification will be required when he/she arrives for pick-up. This person will not be added permanently to your child's escort/emergency list without your signature.
- Please keep your emergency/escort information up to date. If you have changes to your address or phone number, please stop in the preschool office to update your child's file.
- During custody disputes, staff will follow court orders; otherwise both parents have parental rights and will be able to drop-off, pick-up children, etc.
- Please keep your emergency/escort information up to date. If you have any changes to your address or phone number, please stop in the preschool office to update your child's file.
- Students will go outside for recess unless the weather prohibits this by being too hot or too cold, raining etc. So, please dress your child appropriately for the weather.
- K3 and K4 students have a daily nap/rest time. Parents must provide one small blanket and one sheet to cover the resting cot. If a child does not go to sleep within thirty minutes, the child may get up and work on quiet activities. Blankets are sent home every Friday and they must be washed and returned on the following Monday.

### **Administrative structure**

The Administrator of the BGCS, Centro de Nino is the person in charge of the entire school, which includes United Community Center, Centro de Nino. The assistant principal is second in command and the preschool coordinator and Daycare Administrator/Young Star Specialist are in charge of the daycare and oversees the day-to-day operations in the preschool wing and making required reports to the department of Children & Families (Division of Early Care and Education).

### **Physical Education K3/K4/K5**

Children should learn in a fun and safe environment that contributes to their developing and acquiring movement skills. K3, K4 and K5 students have weekly gym classes.

Our physical education classes are planned and organized to provide children with opportunities to acquire the physical, emotional and social benefits of physical education. Classes also provide ways that will help children become familiar with their body's movement potential.

Children begin with simple activities that develop movement skills such as:

- hopping
- balancing
- jumping
- running
- rolling
- kicking
- throwing
- catching

Early childhood students also learn skills through games, the importance of teamwork, fair play, and rules to various sports, rhythm and dance. Our goal is for students to achieve a positive self-image and encourage them to lead healthy lives.

## Selection Criteria for Enrollment

- Children must be 3 by September 1<sup>st</sup> in order to enroll in the three-year-old preschool program
- Children must be 4 by September 1<sup>st</sup> in order to enroll in the four-year-old preschool program
- Children must be 5 by September 1<sup>st</sup> in order to enroll in the five-year-old preschool program.
- Children enrolled as three-year olds in the program will automatically be ensured a slot the following year
- Children must be toilet trained at the time of enrollment

## Items Families Bring to School

Families must provide the following items:

- Items listed in the classroom supply list
- Money for lunches or bring a cold lunch
- Extra clothes. If a student has an accident, staff will put soiled clothes/blankets in a bag and in or by the student's backpack. The extra clothes will be used at this time.
- Money for special classroom activities (fieldtrips),
- For rest time: every child needs to bring in one sheet cover for the resting cot and a small blanket to cover the child.

## Registration/Tuition/Fee Information

Applications for enrollment will be disbursed starting in January and/or February.

The following items need to be turned in at the time of Registration:

1. Proof of residency (utility bills, apartment lease, cable bill etc.)
2. Birth certificate of children enrolling in school
3. Up-to-date immunization record
4. Proof of financial support (pay stubs, contract, etc)
5. Emergency forms completed (papers remain in the preschool office)
6. A current physical examination (health form) must be completed in the summer before school starts. Health forms must be turned into the office by end of September or child cannot come back to school until form is completed and turned in. Health History forms must be filled out and any allergies and/or other health issues and procedures need to be addressed and answered on the form.
7. UCC Health Forms must be filled out and all health questions and procedures must be addressed and answered, which includes allergies, asthma, special nutritional needs, special diet, etc...
8. Children with asthma or allergies must have an asthma or allergy plan from their personal physician on file in the preschool office and the Health Clinic.
9. Photo Authorization form, walking/field trips and other BGCS, Centro de Nino's forms and state licensing forms must be completed at the time of enrollment.

⚙ The Enrollment Specialist will call families and they will meet with her/him for an interview. The Enrollment Specialist and the elementary principal will complete a lottery drawing. Families will be notified by mail if their name was drawn or if their child is on the waiting list. Once families are notified that their child is accepted into the program, they will receive a time to meet with the administrator assistant to fill out all school and state forms.

- The United Community Center offers school program. The school is available throughout the academic school year/summer school for a **reduced/scholarship** fees. Families who need to make payment arrangements, may call the preschool office 414-645-4869 and their call will be forwarded to the accounting office.
- Families that are part of Wisconsin's Wisconsin Shares Program do not pay any fees for their child attending K3/k4. However, they still have to pay for fieldtrips, bring school supplies, snacks, etc.
- All NSF checks will be returned to the families with a NSF fee and they will have to pay with cash or cashier's check.

- Families are responsible for paying for fieldtrip costs and classroom supplies. A classroom supply list is given out at the end of the school year and when all new students are enrolled into the program.
- K3 and K4 students have a payment, which is based on enrollment- not attendance. In order to secure your child’s slot; families must follow the payment schedule or make arrangements with the UCC accounting office.
- The administrator and the accounting office will determine refunds.

### **After School Childcare Program for K3, k4, and K5**

- The United Community Center offers an after school childcare program for parents that work after school hours. The childcare program is available throughout the academic school year/summer school for a **reduced/scholarship** fee of \$3.00 per hour. The after school childcare is available during the school year for K3 to K5, Monday to Friday from 3-5 p.m. and 1<sup>st</sup> to 8<sup>th</sup> grade, Mondays and Fridays only, from 4-5 p.m. During the summer school (5 weeks) is available for K5’s, Monday to Thursday from 12:15 to 5:00 p.m.

	<b>Period</b>	<b>Code</b>	<b>Grades</b>	<b>Days</b>	<b>Times</b>
After School Childcare	School year (First day of school – last day of school)	CC	K3-K5	Monday – Friday	3-5 p.m.
	School year (First day of school – last day of school)	CC	1 <sup>st</sup> – 8 <sup>th</sup> grade	Monday & Friday	4-5 p.m.
	Summer School (5 weeks)	SCC	K5	Monday – Thursday	<b>12:15-5:00 p.m.</b>

**Upon registering your child in the after school childcare program for the school year/summer a \$100.00 payment will be required. The \$100.00 payment is an initial payment to use as credit for those families who will need more service, once the credit is over, they will start receive an invoice. For those families that use less than the \$100.00 initial payment, there will be not refund or transfer of initial payment at the end of the school year/summer.**

- The after school childcare program from 3:00 to 5:00 p.m. If you are interested in enrolling your child, please contact the preschool office at 645-4869. Sign-up for daycare will start at Meet & Greet. Please check the school calendar or website for date and time. The students are provided a snack. Students may go outside for an afternoon recess and/or they may have free choice centers in the classroom.
- If the child is not picked up by 5:00pm there is an **additional** charge of \$1.00 per minute. Staff will notify Social Services or law enforcement agencies if students have not been picked up by 5:30.

### **Hours of Operation/Licenses**

- We are a UWM Charter Public School and the school administrator creates the school calendar. Please note when the school is closed for holidays and Professional Development Days.
- The school administrator will make the decision to close the school due to inclement weather. Families will need to listen to the radio and television in order to be informed if the school is closed.
- For emergency closings the staff will call families.
- The school is also a Wisconsin licensed daycare center. The license and inspection results, stipulations, conditions, etc are posted in Preschool Office window. UCC daycare is licensed for 345 students.
- The school participates in the Wisconsin Young Star Program and Wisconsin Shares Child Care Program. See Star Rating on the Young Star website or the reward flyer by the preschool office.
- **Parent Handbooks, UCC policies, licenses and other parent information are available for parents in the preschool office and on the website.**
- The preschool wing consists of numerous three-year-old, four year-old and five year old classrooms.
- Students may be dropped off at 7:30 am Monday through Friday. Class starts at 8:00am ends at 2:45.
- If you need to drop off your child between 7:00am and 7:30 am; contact the Daycare Specialist in the preschool office.

- From 7:30 to 7:50 parents may drop-off their child on 8<sup>th</sup> street. Pull up to the curb and staff will assist children out of the car and into the building. Staff are posted along the hallway to escort students to their classroom.
- An after school daycare program is available Monday through Friday, from 2:45 to 5:00 p.m... There is no daycare open during the weekends.
- Please contact the preschool office if you are interested in enrolling in the after school daycare program. Sign-up for daycare starts on Meet & Greet. Please check school calendar or website for date and times.

### **Late Pickup and Late Fee Information**

- We will call emergency contact people if your child has not been picked up by **3:00**. If we cannot get hold of anyone we will place the student in the after school childcare program and there will be an additional minimal fee.
- Students in the After School Childcare Program must be picked up by 5:00pm. We will call emergency contact numbers for any students not picked up by 5:00pm. We will charge \$5.00 for every five minutes after 5:00pm. For example if a parent picks up their child at 5:15, they will be billed an additional fee of \$15.00.
- Staff will contact Social services or lay enforcement agencies **if students** have not been picked up by 5:30pm.

### **Attendance/Truancy**

- Unexcused absences involve a student's failure to attend school for all or any part of the day without a legal excuse. In order for your child to be successful and achieve, he/she must attend school regularly and not be late for school. Legal excuses, as defined by State law and Board policy, are: (1) illness or injury (2) death of an immediate family member, (3) danger to health from exposure, (4) time required for medical and dental appointments or (5) an absence as approved by the administration of the school.
- Teachers take attendance by 8:05 a.m. Preschool staff record students that are present. Please call the office if your child is going to miss school for the day. Preschool phone number is 414-6454-4869. The administrator assistant will call families who have not called in to report that their child is out. After three unexcused absences, families must bring a doctor's excuse.
- Doing custody disputes, staff will follow court orders; otherwise both parents have parental rights and will be able to drop-off, pick-up children, attend field trips, parent-teacher conference, etc.
- Please keep your emergency/escort information up to date. If you have changes to your address or phone number, please stop in the preschool office to update your child's file.
- During sever weather conditions the school administrator will decide if the school should be closed. Families must listen to the television or radio to receive information regarding school closings.

### ***Parent Orientation Meetings***

- In July there is a parent orientation meeting. A letter is sent out to all new families stating the time and date of the meeting.
- At the start of the school year there will be a "Meet and Greet" night at the school. The classroom teachers, administrators, and support staff will assist and provide information related to the program.
- Parents may stop by the preschool office and pick up parent a handbook.

### ***Parent Volunteer Hours***

Parents are welcomed to visit their child's classroom at any time unless prohibited or restricted by a court order.

United Community Center, Centro de Nino believes when parents work closely with their students and the school, both students and the school will benefit. Consequently the school's policy expects parents to contribute and participate actively in support of their students and school. A minimum of 30 hours of participation for one student enrolled in the school, 40 hours for two, 50 hours for three and 55 for four is expected. Each classroom has a parent volunteer hour book. Please keep your hours up to date. Parental services and participation can be contributed in the following areas:

- Attendance at meetings. There are monthly parent meetings with different topics
- Attending parent teacher conferences, which occur in the fall and in the spring
- Assisting teachers in the classrooms (cutting out items for the teacher, bringing snacks, assisting on field trips, bringing items suggested by the teacher, etc.)
- Participating in school activities;
- Participating in Fund Raisers
- Attending Parent involvement Committee (PIC).

### ***Red Folder Information***

- Every Wednesday students bring home a red folder, which contains information for families. Please take the time and read all material in the folder, sign the front of the folder and have your child return the empty folder to school. The red folder assists us in communicating between school and home. Information is also posted on the parent board which is by every classroom door.

### **Dress Code**

- United Community Center, Centro de Nino has a dress code policy. Students are required to dress in the appropriate clothing. No hairstyle or clothing should be extreme regardless of the prevailing fashion. (The school reserves the right to interpret the meaning of “Extreme”.) School administrators will ultimately decide what is considered appropriate dress for students. Students that fail to comply with the “Dress Code” will be referred to a school administrator. Students who do not follow the policy will be sent home to change.
- **The uniform includes:**
  - ◆ Plain white shirt or blouse with a collar.
  - ◆ Plain white turtleneck or polo shirt.
  - ◆ Navy blue pants, skirts, jumpers or dress shorts (at the knee)
  - ◆ Socks may be white, navy, or black.
  - ◆ Shoes must be black.
  - ◆ Shorts may be worn if the weather is warm from September to the middle of October and then again from mid-April through the 5<sup>th</sup> Quarter.
  - ◆ Boys should have their shirt tucked in and if they are wearing a chain it should be worn inside their shirt.
- **Gym uniform includes:**
  - ◆ White t-shirt
  - ◆ Navy blue sweatpants or shorts.
  - ◆ Tennis shoes (white, navy or black).
- **Sweaters:**  
Students may wear navy blue sweaters or sweatshirts (no hooded sweatshirts) over white shirts. Sweatshirts may not have a design or writing on the front or back.
- **Jewelry and Piercing:**  
Girls may have one earring in each ear that is tasteful and appropriate for school. Nose, lip, and eyebrow piercing are not appropriate for school. Boys may not wear earrings. Students may wear one ring on each hand. Students may wear one chain necklace.
- **Hair:**  
All students’ hair should be clean cut, neat, and appropriate for school. Hair coloring is not allowed. Boys’ hair must be above the collar (no carvings/designs on hair).

### **Clothing**

- Please provide your child’s teacher with an extra change of clothing in a plastic bag marked with your child’s name.
- When a student soils or wets him/herself, a staff person will take the student to the bathroom. Students will be instructed to clean themselves. Staff will assist if needed or if the student requests help.

- Because of communicable diseases, such as Hepatitis A, staff is not required to clean students or soiled clothing. Dirty clothes will be placed in a plastic bag and given to the parents.
- Parents will be notified only when it is necessary, like when a child does not have a set of extra clothes available or if the child is too ill to remain at school.
- Please refer to the *Preschool Policy for Parents with Ill Children* for more information.

### **Meals/Snacks/ Meal time Routines:**

K3, K4 and K5 students may participate in the breakfast and/or hot lunch program. Breakfast is served between 7:30 and 7:50. Lunch is served between 10:30 to 11:30. United Community Center, Centro de Nino follows CACFP and USDA Meal Pattern guidelines for meals and snacks. All menus are based off of the CACFP guidelines/requirements. All food is prepared in the BGCS kitchen. All serving sizes/proportions meet the CACFP guidelines/requirements. Federal Lunch Program applications are available in the office. If you do not want your child to participate in the hot lunch program, your child can bring a cold lunch from home. Please inform the teachers if your child brings cold lunch. If the cold lunch does not follow the Child and Adult Care Food Program (CACFP), BGCS will supplement the meal, or snack. The student will take part or all of a hot lunch and snack will be supplemented with snacks from the classroom. All food allergies and special diets will be posted in the classrooms. When families register their child, they must fill out the BGCS/Centro De Nino forms, and the UCC Health Clinic form where allergies, special food diets and other health questions are answered. Plus, families must communicate any food and allergy concerns with teachers. At Meet & Greet there is a family survey and a form that needs to be filled out, which includes listing allergies, and other health concerns. Additionally, the form includes families' preferred method of communication. Monthly menus are posted on parent information boards and are sent home at the start of every month in the Wednesday's Red Folder and/or classroom dojo. K3 and K4 Parents provide classroom snacks. Please check parent board to see which day you are scheduled to bring snacks. Due to allergies and other health concerns, all snacks and birthday treats need to be store bought. All allergies will be posted in the classroom and list given to kitchen staff. If you child has a special diet, families need to include this information on the Health history form at the time of registration and need to discuss this with classroom teachers and UCC Health Center.

### **Food Allergies:**

- If a student has a special diet, notice will be posted in the kitchen and in the classroom. Before school starts, families must communicate to staff the requirements of the student's diet or any health concerns.
- All food allergies and special diets will be posted in the classrooms. When families register their child, they must fill out the BGCS/Centro De Nino forms, and the UCC Health Clinic form where allergies, special food diets and other health questions are answered. Plus, families must communicate any food and allergy concerns with teachers and UCC health clinic. Students with allergies must provide an allergy plan from their doctor

### **Asthma**

- When families register their child, they must fill out the BGCS/Centro De Nino forms, and the UCC Health Clinic form where asthma and other health questions are answered. Plus, families must communicate any health concerns, including asthma concerns and information with teachers and the UCC health clinic. Students with asthma must provide an asthma plan from their doctor.

### **Holidays and Special Occasions**

As a school community, we enjoy aspects of the season, which we can all share – the celebrations, songs, food, music, art, stories – of diverse cultures and heritages. Each classroom teacher shares the traditions, celebrations, and holidays of the families represented as well as selected cultures from our larger community.

Children's' birthdays are important and staff want to celebrate this special day with the student. However, due to time restraints, religious restrictions, licensing issues, etc., birthday celebrations are kept to a minimum. Please bring cookies, cupcakes, fruit, jello, pudding cups, etc. Birthday celebrations can be held in the classroom or during lunch in the lunchroom. Due to licensing, allergies and other health concerns, all snacks and birthday treats need to be store bought.

## Field Trip Policy

- Field trips are meant to enhance and support children's learning and are planned to be educational and age-appropriate. A permission slip will be sent home which gives date, time, method of transportation, and location of the field trip.
- Field trips cost money and families are required to provide money for the cost of the field trip.
- Field trip cost cannot be refunded due to student's illness or any emergencies. Field trip cost is non-refundable.
- Field trips require extra supervision, and parents are encouraged to volunteer to help with their child's classroom.
- *No one* is allowed to ride the bus except parent volunteers, teachers and Preschool students.
- Chaperones must be guardians, parents or immediate family members.
- Classrooms may take walking field trips around the UCC neighborhood.
- Teachers will take and record attendance before every field trip and inform the preschool office of the exact number of children going on the field trip. Teachers will take and record a head count each time they board and exit the bus. Teachers will contact the preschool office when they return from the field trip and inform the office of the exact number of children that boarded and exited the bus.
- Teachers will take emergency contact notebook and first aid kit on all field trips.
- The school contracts a local bus company to transport students, chaperones and staff to field trips. School can order buses that will transport all students including students with disabilities. Paraprofessionals will escort special need students on and off the bus. special need students

## Fire/Tornado Policies

- The school has monthly fire drills, which are practiced every month and tornado drills are practiced monthly from April through October. The staff and students have practiced their route to take in case of an emergency. If you would like to receive a copy of the monthly drills please contact the elementary office. Additionally, the routes for classrooms for fire and tornado drills are posted in every classroom.
- Once or twice a year, the entire school will practice emergency lock down procedures.

## Pets

- K3, K4 and K5 classrooms have fish. In K5 Science room there are frogs. Students have no physical contact with the frogs. If students do come into contact with the frogs, they wash and sanitize hands when done. K5 science room may have different animals depending upon the concepts they are studying. Parents may contact K5 teachers and/or science teacher if more information is desired or required. Parents must inform the office and teacher if their child has **any** allergies, including reptiles, insects, etc...
- K3 and K4 parents are notified of any pet changes by red folder, or class dojo or on sign-in/out sheet. If there are in any changes in K5 classrooms, parents will be notified in red folder or class dojo. K5 science room will change animals and insects depending on unit and concepts being studied.

## Severe Weather

- The school administrator will determine if the school is closed due to inclement weather. Families need to listen to the radio and television in order to be informed if the school is closed.
- Students will not go outside if it is colder than zero degrees.

## Missing students

If a student is missing, the classroom teacher or teacher assistant (paraprofessional) will contact the preschool office. A school administrator and/or administrator assistant will assist in looking and if need be, they will call security and they will search the premises. The security team can review security cameras and see if they can find where and when the student was last seen. If needed, more staff can be called in order to aid in the search. If deemed necessary the proper authorities will be called.

## No Smoking Policy

The school follows city, state and federal ordinances and mandates which means that smoking is not allowed on school property.

### **Preschool Policy for Parents with Ill Children:**

- The school assists in the prevention and spread of contagious diseases, such as head lice, colds, flu, pink eye etc., by sanitizing frequently. Staff sanitize napping mats/cots and manipulatives using a bleach/water mixture once a week. Additionally, students and staff follow universal hand washing procedures. According to the Health Department, outbreaks of contagious diseases occur in cycles. The school will post by the classroom door if children have been exposed to a contagious disease, such as chicken pox, pink eye, lice etc. Please notify the school immediately if your child contracts anything contagious. Children's illnesses are kept confidential. We do post when children have been exposed to a contagious disease but we do not post any children's name.
- The school registered nurse will contact public health as needed.
- Sick children belong at home. A sick child requires rest in order to fight off illness and restore health. Sick children feel better at home. Keeping a sick child at home also prevents illnesses from spreading to other children and teachers. If you answer yes to any of the questions below, you must not bring your child to school. We also recommend that you consult his or her doctor. **Children with a fever of 100 degrees or higher will be sent home. Students who vomit or have diarrhea will be sent home. Students must be symptom free for 24 hours of fever, vomiting, diarrhea etc.**

### **DO NOT BRING YOUR CHILD TO SCHOOL IF THEY HAVE THE FOLLOWING SYMPTOMS:**

#### **Rash**

- Does your child have an unusual rash?
- Does your child have any unusual red bumps or blisters?
- If your child has chicken pox, do they have any spots that do not have hard crusts?

#### **Lice**

- Does your child have live lice?

#### **Infections**

- Does your child have an eye that is pink with thick mucus or pus?
- Does your child have any mouth sores with drooling or painful swallowing?

#### **Breathing Problems**

- Is your child working harder to breathe, breathing rapidly or wheezing?
- Is your child coughing uncontrollably?

#### **Intestinal Problems**

- **Has your child vomited more than once in the last 24 hours? If you child has been throwing up, they cannot come to school until they have not thrown up for 24 hours.**
- **Your child had diarrhea more than once in the last 24 hours? Students cannot come to school until they have gone 24 hours without having diarrhea.**

#### **Behavior**

- Is your child too ill to participate actively in classroom activities for a full day?
- Does your child have any unexplained behavior changes?
- Is your child experiencing any uncontrollable pain?

#### **Fever**

- Does your child have a temperature over 100 degrees F.? **If it is 100 degrees the child will be sent home. Your child can return to school after he/she has been fever free for 24 hours. (Students need to be symptom free of vomiting, fever, diarrhea for 24 hours before they can return to school).**

### **When to call the school about an ill child**

- A registered nurse staffs the Health Center during school hours. You may call the nurse if you have any questions about when your child may return to school. Preschool phone number is 414-645-4869.
- Please contact the school if the doctor has diagnosed your child with a communicable disease.

## Illness/Injury at school

- If your child becomes ill at school and needs to be sent home, you will be called immediately. Please pick up your child as soon as possible in the preschool office. Sick/ill students wait for pick-up in office or in the Health Center. Children with a 100 degree fever or more will be sent home.
- In the event that your phone number changes, please notify the preschool office so that you can be contacted in the event that your child becomes ill or in case of an injury.
- If there is a possibility that your child has been exposed to a communicable disease while at school, you will be notified. Flyers will be posted by the classroom door or on the sign-in and out sheet.
- In the event of a medical emergency, the school will call 911, the Health Center and contact person(s) listed on emergency form.
- If your child gets injured at school, we will contact the Health Center where a FNP will provide proper First Aid and you will be informed of the incident in writing. IF a staff give first aid, they will inform you by phone or in writing and the injury will be listed in our confidential medical log.
- All staff wear latex free, single-use disposable gloves while administrating first aid and dealing with any bodily fluids, such as vomit, nose bleeds, etc. Gloves are then thrown away into a covered, plastic-lined trashcan, which is disposed of daily.
- Staff follows universal precautions. This includes all teachers and students washing hands before and after eating and after they go the bathroom, before and after water play, etc... Staff and students follow universal precautions and follow Young Star guidelines in hand washing procedures and tables washing procedures.
- If the injury requires medical attention but is not an emergency, parents will be contacted to pick up their child. In case of a serious or life threatening injury the staff will call 911 and immediately contact the Health Center and the parent or other emergency contact person listed on emergency form.
- If an injury occurs during a field trip, teachers will use their cell phones to contact the school and if necessary 911. The school will then contact the emergency person listed on the emergency card. Furthermore, teachers take a first aid kit on all field trips to handle minor injuries, such as cut fingers, scraped knees etc.

## Medications at school

Medications should be taken at home whenever possible. If medications need to be administered at school, please bring the medicine in its original prescription box/container. Medications brought to school will be locked in the k-office in a container labeled "medication" or stored at the UCC Health Center. Before medication can be given at school, families must complete a medication authorization form or go to UCC health Center and authorize their staff to distribute medication. Staff will document the distribution of medicine in the confidential medical log book. Nursing staff will log any medicines they administer to students. If the school misses giving the dosage to the student, the families will be called, or get a message from Class Dojo, or notified at the end of the school day when a family member picks up the student.

If your child as asthma, or allergies. you must bring a copy of your child's asthma action plan or allergy plan, which were provided by your personal medical physician.

If your child will need medication while at school, please send the medication in the original pharmacy container with the pharmacist's label on it. Over the counter medications can be provided as needed, but only if you have signed the Health Center medication permission form for your child. All Staff keep medical information and medicine requirements confidential.

## Immunizations:

- Immunizations must be current and up to date. Immunizations are an important part of students' health care and Wisconsin law requires that children going to school be vaccinated to prevent vaccine preventable diseases.
- **Immunization requirements will be strictly enforced for all students. Students who do not meet the requirements will be denied attendance**
- The Preschool office must have a current record of your child's immunizations.
- **Parents must provide one of the following to your child's school in order to comply with the law:**

1. A completed Certificate of Immunization certifying that the student has received minimum immunizations.
2. If a student's Certificate of Immunization is not up to date, the parent/guardian has 14 days after direct notification to provide documentation that the next required immunization was administered and submit a written plan for completion of any additional required immunizations. If the plan is not completed, the student shall be expelled or suspended from school for non-compliance. Exception to this rule is a shortage of vaccine.
3. Statement of Exemption to Immunization –a. A **medical** exemption signed by licensed physician stating that the student's physical condition is such that immunizations would endanger life or health or is otherwise medically contraindicated; or
  - b. A **religious** exemption signed by the parent/guardian that the student adheres to a religious belief opposed to immunizations; or
  - c. A **personal** exemption signed by the parent/guardian, that the student adheres to a personal belief opposed to immunizations.

### ***Parent Involvement Committee (PIC)***

Throughout the school year, the Parent Involvement Committee (PIC) meets monthly. These parents represent the parents of all students. They are to be the voice for the needs of parents. They assist to bridge communication between parents, teachers and administration. PIC works closely with school administration. Parents can feel free to bring concerns/issues to PIC and get assistance with the understanding that the issues will be addressed. All parents are welcome. Parents give input on program policies and procedures, plan activities, raise money for different needs of the school, etc. Parent surveys are also sent out annually which allows PIC and school staff to analysis any problem areas and what improvements are needed to be made.

### ***Parent-Teacher Conferences***

Parent-teacher conferences are held two times a year. Once in the fall and the second one in the spring.

### ***Child Abuse and Neglect Law***

- Staff of child care centers and schools are required by law to report immediately any instance of legitimate suspicion of child abuse or neglect. This report will be made to the Child Protective Services or to law enforcement agencies.

### ***Child Guidance Policy***

- Staff will handle problems on site with the ultimate goal being a child's ability to develop self-control, self-esteem and respect for the rights of others. This will usually be done through redirecting behavior. Alternatives will be presented, such as a discussion of choices and the problem with the child and in some cases, utilizing a "time out." Parents will be kept informed of the discipline interventions if needed.
- The school does not allow teachers or students to do any actions that are aversive, cruel or humiliating, nor any actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious. Furthermore, verbal abuse, threats or derogatory remarks about a student or the student's family is prohibited.
- Steps taken to redirect a child's negative behavior are as follows:
  - Evaluate the child's behavior.
  - Talk to the child on his/her level of understanding.
  - Redirect the child's behavior.
- Offer a "time out" to think about the behavior; Reintroduce the child to the group. Time out periods will not exceed five minutes. The general rule is one minute per age of child, i.e. a 4 year old will have a four-minute time out.
- Conference/notify the parent and school administrator, if necessary.
- Refer to the guidance counselor.
- The teachers will conference with the parent through this process.
- If the above methods prove unsuccessful the staff will work with the parent to find other solutions.
- If a student bites or repeatedly bites other children, the students' family will work with the school to change student's behavior. The school will utilize the student's family and any/all support staff, including school counselor, social worker and/or school counselor to find strategies that will guide the

student to stop biting and learn other alternative methods when upset, frustrated, etc. The goal being the child learns other methods to deal with conflict and emotions. The last resort would be dismissal from the program or suspension. The length of the suspension would be at the administrator's discretion. Please review pages three to eight in this parent handbook

Important Phone Numbers:

**UCC Health Center:** 414-649-2826

BGCS, CENTRO DE NINO **Preschool Office:** 645-4869:

Fax: 649-4921

BGCS, CENTRO DE NINO **Elementary Office:** 643-6441

Fax: 649-9022

**UCC Middle School:** 414- 649-2820

United Community Center: 384-3100

We hope that this handbook has helped to inform you about the preschool program at BGCS, Centro de Nino. We look forward to a wonderful year with you and your child. ☺

