

Welcome to Bruce Guadalupe Preschool Centro de Nino

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Milwaukee, WI 53204
Phone: 414-645-4869
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Student Behavior Standards Conduct and Discipline Code

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 their dreams and contribute to their community, country and world.

By choosing to enroll your child, you are entering into a partnership that focuses on removing obstacles to 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.

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Dear parents,

We believe that parents are their child's first teachers. We understand that families have important roles and ideas in making decisions about their child's education. We encourage parents to be involved in their child's education. There are a variety of ways parents can be involved in their child's education, including:

- Talking with your child each day about what they learned
- Participating in homework activities
- Attending Parent Involvement Committee (PIC) meetings
- 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

Open communication about issues and concerns with the school is another way parents can help us provide the best education possible. To help us identify and address problems quickly, please let us know if you have any concerns. If the concern involves a teacher or classroom, it is best to talk with the teacher first. If the concern involves the school or program, it is best to talk with a school administrator. Unresolved concerns about a classroom issue or teacher should be shared with a school administrator as soon as possible.

Thank you for being an active partner in your child's education. Working together, we can ensure that all our students achieve their education goals. 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 school website and paper versions are available in the preschool office.

Thank you for your support.

Sincerely,

Your Early Childhood Education Staff

Diversity Statement:

The mission of Bruce Guadalupe Community School (BGCS), Centro de Nino is to ensure that all children, have equal access to comprehensive, high quality program options, and support on at their developmental level. We are committed to providing an environment that respects and appreciates that each child and family are unique. Awareness, respect, sensitivity and appreciation for diversity that bridges gender, class, race, culture, language and exceptionality will be our goal. United Community Center, Centro de Nino staff do not discriminate against any person because of race, color, sex, religion, national origin, ancestry, age, marital status, disability, or sexual orientation including gender identity. Staff comply with all applicable federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders and regulations. This nondiscrimination policy applies to all United Community Center personnel.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (link is external), (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html (link is external), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. Email: program.intake@usda.gov (link sends e-mail).

This institution is an equal opportunity provider.

UCC Mission:

To provide programs to Hispanics and near south side residents of all ages in the areas of education, cultural arts, recreation, community development, and health and human services. The UCC assists individuals to achieve their potential by focusing on cultural heritage as a means of strengthening personal development and by promoting high academic standards in all of its educational programs.

Bruce-Guadalupe Community School (BGCS) is a non-sectarian, nonprofit, community-based, public charter school, dedicated to creating an environment that fosters high expectations and excellence for all students.

In addition to valuing the knowledge of language and culture, Bruce-Guadalupe Community School provides students with a clear sense of identity, a positive attitude toward learning and effective communication skills.

Program Philosophy and Developmentally Appropriate Practices:

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

1. Understanding children's play and the teacher's role in guiding and facilitating cognitive, social, emotional, and physical development through play.
2. Building relationships with children and families through communication, understanding, and interactive experiences.
3. Encouraging children to make decisions while learning to understand how their decisions affect others.
4. Guiding children through teacher-planned, child-initiated activities based on the child's interests to enhance skills in all areas of development.
5. Implementation of BGCS Early Childhood Framework and WI Model of Early Learning Standards. Each grade level has a monthly framework.
6. Achieving BGCS educational goals for 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 their world, interact with others, and learn to express and control their emotions. Play also allows child to develop and practice their problem-solving skills. Research shows a link between play and developing 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.

Students will have daily opportunities for planned and informal physical activities. Classrooms have gym and recess. Please see your child's classroom schedule for dates of gym and recess. Students also do Mindfulness and Brain Breaks as needed.

Teachers understand that each student has their own individual pattern, different learning styles, different timing of growth, and different family backgrounds. Teachers arrange and provide a wide

range of materials, ideas and challenges which will guide students to explore, investigate and engage in meaningful and substantial involvement. Both the Classrooms are set-up and arranged to meet age appropriate play and goals. Teachers understand that “age appropriateness is based on human development research which indicates that there are universal predictable sequences of growth and change that occur in children during the first nine years of life. These predictable changes occur in all domains of development, physical, emotional, social and cognitive”. Furthermore, Teachers recognize “the importance of knowing the social and cultural contexts in which students live to ensure that learning experiences are meaningful, relevant and respectful for the children and their families.” (From Department of Public Instruction website):

<https://dpi.wi.gov/early-childhood/practice>

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, and language. 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, WI Model of Early Learning Standards (WMELS) and BGCS’s curriculum framework. By combining resources our students become critical thinkers and lifelong learners. The resources are used to guide teachers and families in determining what goals each child needs to reach.

<https://dpi.wi.gov/early-childhood/practice>

“WMELS have been developed by the Wisconsin state departments of Public Instruction, Children and Families, and Health Services. The WMELS specify expectations for children birth to first grade. The standards contain developmental domains, sub-domains, developmental expectations, performance standards and program standards”. (From Department of Public Instruction website)

Copies of WMELS are in the preschool office and for more information or a copy of WMELS, please go the WI DPI website:

<https://dpi.wi.gov/sites/default/files/imce/fscp/pdf/ec-wmels-rev2013.pdf>

Copies of the Preschool Parent Handbook are kept in the preschool office and on school website:

<https://www.bgcsedu.org/BGCS.HTM>

Copies for K5 School age curricular framework can be found:

<https://dcf.wisconsin.gov/files/youngstar/pdf/sa-curricularframework-info.pdf>

and <https://dcf.wisconsin.gov/files/youngstar/pdf/environmentcurriculumindicators.pdf>

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.

Curriculum

Teachers, Curriculum Director, administrators, and other support staff are responsible for determining curriculum and meeting students' educational goals. Parents' input is encouraged in determining the needs and goals for each student. As a group, we create realistic goals for students based on assessment of individual needs, abilities, and interests. The school 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-image
- Develop social and emotional skills
- Develop phonemic awareness: letter-sound associations, rhyming, etc.
- Develop phonic skills
- Encourage children to think, reason, question and experiment
- Encourage language and vocabulary development
- Encourage and demonstrate healthy and nutritional practices.
- Encourage creative expression and appreciation for the arts
- Respect cultural diversity of all

We believe that focusing on the acquisition of the English language enables students to achieve high academic expectations and we 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, etc. Additionally, the children apply their learning by experiencing various field trips.

The daily schedule is planned to provide a balance of activities including:

- Indoor/outdoor activities.
- Utilization of the preschool playground
- Quiet/Active time
- Individual/small group/large group activities
- Limit transition time to three minutes or less
- Large muscle/small muscle activities
- Child initiated/teacher initiated activities

Class Schedule/Pick-Up/Drop-Off

- Classroom schedules are posted on the parent information board, which is located by your child's classroom door.
- Drop Off
 - Students may be dropped off at 7:30 am daily.
 - 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 8th 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 walk their children into the building must park on Washington Street and walk their child into the classroom.
 - Students cannot be brought into the building early and left in the hallways alone.
- Class begins at 8:00am
 - 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
- Daily Activities
 - Students will go outside for recess weather permitting (too hot or too cold, raining, etc.). 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 must be washed and returned on the following Monday.
- Pick Up:
 - 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.
 - 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.
 -
- Emergency Contact Information
 - 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 only follow court orders; otherwise both parents have parental rights and will be able to drop-off, pick-up children, etc.

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 will 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.... Staff may sing songs, do nursery rhymes, finger plays, or tell a story to occupy the time. Staff use this time to expand language skills, continue to develop student-teacher relationships, address student needs, or expand/reinforce concepts.

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.

K3 classrooms attend gym class twice a week. Weekly gym classes are thirty minutes long for a total of 60 minutes of gym time. Additionally, all classrooms have daily recess in the morning and/or in the afternoon. Daycare students have another recess from 4:00 to 4:30. Every day, you child will have 60 to 90 minutes of physical activity between recesses and gym time. Please be sure your child is wearing appropriate shoes and clothes that allow free movement as well as meeting BGCS dress code requirements. Please see your child's classroom schedule for his/her gym and recess times.

Your child will have recess outside, so please dress your child appropriately for the weather. Classrooms go outside for recess unless the weather is zero degrees with the wind chill. Classrooms will have indoor recess when the weather is zero or raining. K3 classrooms will use the elementary gym during indoor recess.

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, Class 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

K4 classrooms attend gym class twice a week. Weekly gym classes are thirty minutes long for a total of 60 minutes of gym time. Additionally, all classrooms have daily recess in the morning and/or in the afternoon. Daycare students have another recess from 4:00 to 4:30. Every day, your child will have 60 to 90 minutes of physical activity between recesses and gym time. Please be sure your child is wearing appropriate shoes and clothes that allow free movement as well as meeting BGCS dress code requirements. Please see your child's classroom schedule for his/her gym and recess times.

Your child will have recess outside, so please dress your child appropriately for the weather. Classrooms go outside for recess unless the weather is zero degrees with the wind chill. Classrooms will have indoor recess when the weather is zero. K4 classrooms will use the elementary gym during indoor recess.

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, Class 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 lifelong 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, Class 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

54 classrooms attend gym class twice a week. Weekly gym classes are thirty minutes long for a total of 60 minutes of gym time per week. . Additionally, after lunch, K5 classrooms will have 30 minutes of recess. Every day, you child will have physical activity between recess and gym time. Daycare students have another 30 minutes of recess 4:00 to 4:30. Please be sure your child is wearing appropriate shoes and clothes that allow free movement as well as meeting BGCS dress code requirements. Please see your child's classroom schedule for his/her gym and recess times.

Your child will have recess outside, so please dress your child appropriately for the weather. Classrooms go outside for recess unless the weather is zero degrees with the wind chill. Classrooms will have indoor recess when the weather is zero or raining.

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

Sincerely,
K5 Teachers and Assistants

Physical Education K3/K4/K5

Children should learn in a fun and safe environment that contributes to their developing and gaining movement skills. All K3, K4 and K5 students have weekly gym classes. Each classroom goes to gym class twice a week. Please be sure that your child wears appropriate shoes and clothing for gym. Please see your child's classroom schedule for dates and dress code for clothing.

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 help children become familiar with their body's movement and 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 new 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.

Hours of Operation

- Students may be dropped off at 7:30 am Monday through Friday.
 - 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 8th 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.
- Class starts at 8:00am ends at 2:45.
- After school daycare program is available from 2:45 to 5:00 pm, Monday through Friday. There is no daycare during the weekend.
- 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.
- **Parent Handbooks, UCC policies, licenses and other parent information are available for parents in the preschool office and on the website.**

School Closures

- During inclement weather, school administration may decide to close the school. Check Class Dojo, local radio and television reports to learn if the school will be closed.
- For emergency school closing during school hours, school staff will call families.

Licenses

- We are a UWM Public Charter School and school administration creates the school calendar.
- 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.
- Please note when the school is closed for holidays and Professional Development Days.
- 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.

School Calendar

- School Administrators create school calendar
- School calendars are posted on the school website and copies are given out the summer packages and during Meet & Greet. Copies are also available in the offices.
- School website is: bgcsedu.org
- Please note when the school is closed for holidays and Professional Development Days.

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 1st to 8th 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.

	Period	Code	Grades	Days	Times
After School Childcare	School year (First day of school – last day of school)	CC	K3-K5	Monday – Friday	2:45-5 p.m.
	School year (First day of school – last day of school)	CC	1 st – 8 th grade	Monday & Friday	4-5 p.m.
	Summer School (5 weeks)	SCC	K5	Monday – Thursday	12:15-5:00 p.m.

A \$100.00 payment is required when registering your child for after school childcare program for the school year/summer. The \$100.00 payment is an initial payment to use for childcare program fees. Once the credit has been spent, families will receive an invoice with the balance due. For families who do not use the entire \$100.00 initial payment, funds will not be refunded or transferred at the end of the school year/summer.

- The after school childcare program is from 3:00 to 5:00 p.m. If you are interested in enrolling your child, please contact the Preschool Office at 414-645-4869. Daycare sign up begins on Meet & Greet night. Please check the school calendar or website for date and time.
- All Daycare students are provided a snack. Students may go outside for an afternoon recess and/or they may have free choice centers in the classroom.
- Families of children not picked up by 5:00pm will be charged \$1.00 per minute until the student is picked up. Social Services or local law enforcement agencies will be contacted for students who have not been picked up by 5:30pm.

Late Pickup and Late Fee Information

- The school will call emergency contacts if your child has not been picked up by **3:00pm**. If we cannot get hold of anyone we will place the student in the after school childcare program and families will be charged 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 \$1.00 per minute after 5:00pm. For example if a parent picks up their child at 5:15, they will be billed an additional \$15.00.
- Staff will contact Social services or local law enforcement agencies for students have not been picked up by 5:30pm.

Communication between school and home:

Education requires a partnership between the home and the school. For the partnership to work, everyone must communicate openly. All classrooms utilize Class Dojo for communicating with parents. Please provide a current email address to your child's teachers. Information about what is going on at school, in the classroom, and your child's day will be sent through Class Dojo. For families who do not participate in Class Dojo, every Wednesday, a Red Folder will be sent home with important information. Please take the time and read all the material inside the folder; sign the front and return the folder to school with your child.

All families will receive lunch and/or daycare invoices in the red folder. Class Dojo and red folder assists us in communicating between school and home. All information is also posted on parent boards, which are located by the classroom doors. Teachers will regularly communicate through Class Dojo, phone calls, notes, etc. Parents with any concerns or questions may Class Dojo message, send a note, call, email, or meet in person with the teacher. Parent-Teacher conferences are held twice a year: once in the fall and once in early spring. Progress reports are also sent home. Please check website or school calendar for dates and times.

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.

Reporting of Safety Concerns:

BGCS, Centro de Nino prides itself in providing a safe learning environment for students. Parent and student involvement is very important for keeping schools safe by reporting all safety concerns.

Examples of concerns or situations parents and students should report include:

- Potentially dangerous school equipment
- Threats to students or staff
- Fighting
- Bullying
- Gang-related activity
- Harassment
- Suicidal comments
- Weapons
- Drug/Alcohol possession or sale on school property
- School or community vandalism
- School or community crimes
- Child abuse or neglect

The fastest and most direct way to report student safety concerns is to inform a teacher or school administrators. The school will investigate the concern immediately and take appropriate action as necessary.

Dress Code:

The 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.

- **School Uniform requirements:**

- Plain white collar shirt or blouse with a collar.
- Plain white turtleneck or polo shirt.
- Navy blue pants, skirt, jumper or dress shorts (at the knee)
- Socks may be white, navy, or black.
- Shoes may be blue or black.
- Shorts may be worn when the weather is warm.
- Boys should have their shirts tucked in and if boys are wearing a necklace/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. Only plain sweatshirts or sweatshirts with school sponsored designs may be worn.

- **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 dye/coloring is not allowed.
- Boy’s hair must be above the collar
- no carvings/designs on hair

Clothing:

- Please bring an extra change of clothing in a plastic bag marked with your child’s name to be kept in the classroom for clothing changes.
- When a student soils or wets themselves, 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 will not clean students or soiled clothing. Dirty clothes will be placed in a plastic bag and returned to the parents.
- Parents will be notified of incidents as necessary, for example when a child does not have a change of clothes available or if the child is too ill to remain at school.
- Please refer to the *Preschool Policy for Ill Children* for more information.
- Please dress your child appropriately for the weather. Preschool classrooms go outside for recess daily. We have indoor recess when the weather is zero degrees with the wind-chill. Students need to wear snow pants gloves, scarves, mittens, hats on cold days, especially when there is snow. Staff take students outside for recess, so please dress accordingly.

Items Families Bring to School:

Families must provide the following items:

- Items listed on the classroom supply list
- Money for lunches or bring a cold lunch
- Extra clothes (see Clothing section)
- Money for special classroom activities and field trips,
- For K3 and K4 rest time: every child needs to bring in one sheet cover for the resting cot and a small blanket to cover the child.

Meals/Snacks

- All food is prepared in the BGCS/UCC kitchen. All serving sizes/proportions meet the Child and Adult Care Food Program(CACFP) guidelines/requirements.
- Federal Lunch Program applications are available in the office.
- Menus are sent home monthly and posted monthly on parent board. Each day your child will receive nutritious and balanced snack and meals. If a menu item has to be changed, a new menu will be sent through Class dojo and new menu will be posted on parent boards,
- Breakfast is served between 7:30 and 7:50; lunch time varies depending on the grade level (K3 is 10:30, K4 is 11:00 and K5 is 10:45). K3 and K4 also have an afternoon snack.
- 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 or snack does not follow the Child and Adult Care Food Program (CACFP), then UCC will provide part or all of a hot lunch and snack will be supplemented with snacks from the classroom to meet CACFP guidelines. If there is a change in the monthly menu, a revised menu will be sent out in Class dojo and hard copies for families who request them.
- Meal and snack time is a time for children to socialize with each other and with teachers.
- Children are offered food, but they are not forced to eat food and staff will never withhold food from a child as a punishment.

Food Allergies:

- All food allergies and special diets will be posted in the classrooms. (Student information will be kept confidential)
- When families register their child, they must complete the BGCS forms and Health Clinic forms, and answer all allergies, special food diets and other health questions. Families must also communicate any food and allergy concerns with teachers.
- Monthly menus are posted on parent information boards and sent home monthly through Class Dojo and/or Red Folder

Illness at School

Student Illness:

Sick children need rest to fight off illness and restore health. Keeping sick children at home also helps prevent illnesses from spreading to other students and school staff.

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 Student Health Center. 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.

In the event of a medical emergency, Emergency Services (911), the Student Health Center and contact person(s) listed on emergency form will be called.

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

If you answer YES to any of the questions below, please do not send your child to school. Consult your child's healthcare provider if you are unsure if your child is healthy enough to go to school.

Fever

- Does your child have a temperature over 100.0° F.?
- **Children with temperatures of 100.0°F or higher will be sent home.**
- Your child may return to school after they have been free of fever for 24 hours without the use of fever-reducing medications (Tylenol, Motrin, etc.)

Infection

- Does your child have an eye that is pink or red with thick mucus or drainage?
- Does your child have any sores in their mouth
- Is it painful for your child to swallow or talk?

Breathing Problems

- Is your child working hard to breathe, breathing fast, or wheezing?
- Is your child constantly coughing or have a harsh, barking cough?

Intestinal Problems

- Has your child vomited more than one time in the past 24 hours?
 - **If you child is throwing up, they cannot return to school until 24 hours after they have stopped vomiting.**
- Your child had diarrhea more than one time in the past 24 hours?
 - **Students cannot come to school until 24 hours after their last diarrhea.**

Rash

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

Behavior

- Is your child too sick to participate in class?
- Is your child not acting like themselves?
- Does your child have severe pain?

When to call the school about a sick child

- The school has a registered nurse on staff in the Student Health Center during regular school hours. The Student Health Center phone number is 414-649-2826.
- If you are unsure if your child should attend school, contact your child's medical provider.
- Please notify the school if your child has been diagnosed with a contagious illness.

Contagious Diseases:

- The school will post a notice near the classroom door if children have been exposed to a contagious disease, such as whooping cough, pink eye, lice etc.
- Please notify the school office and school nurse immediately if your child is diagnosed with a contagious illness.
- Children's illnesses are kept confidential. We do not post the name of students with illnesses in order to protect their privacy.
- The school's registered nurse will contact the public health department as needed.

Illness Prevention:

- The school assists in the prevention of spreading contagious illnesses, such as colds, influenza, pink eye etc., by washing hands frequently and cleaning regularly.
- Staff and students follow universal precautions and follow Young Star guidelines for hand washing procedures and sanitizing procedures. All teachers and students wash hands before and after eating, after they go the bathroom, and before and after water play, etc. Staff sanitize napping mats/cots and manipulative items using a bleach/water mixture once a week.
- Staff follow universal precautions when dealing with blood and bodily fluids. All staff wear latex free, single-use disposable gloves while administering first aid and dealing with any bodily fluids, such as vomit, nose bleeds, etc. Gloves are then thrown away into a covered, plastic-lined trash can, which is disposed of daily.

Injury at School

- First Aid:
 - If a student is injured at school, staff will contact the Student Health Center where nursing staff may provide first aid.
 - Staff follow universal precautions when dealing with blood and bodily fluids.
 - If an injury occurs during a field trip, teachers will provide first aid as trained. Teachers will contact the school and if necessary 911. The school will then contact the emergency person listed on the student's emergency card. Teachers bring a first aid kit on all field trips to handle minor injuries, such as cut fingers, scraped knees etc.
- Injury Requiring Medical Attention
 - If an injury requires medical attention, but is not an emergency, parents will be contacted to pick up their child and seek further medical care.
 - In the case of a serious or life threatening injury, staff will call 911 and immediately contact the Health Center and the parent or other emergency contact person listed on emergency form.
- Parent Notification
 - Parents will be informed of the incidents in writing. If a staff member provides first aid, they will inform you by phone or in writing. All injuries will be written in our confidential medical log book.

Medications at School

Medications should be taken at home whenever possible. Do not send medication to school with your child or tell them to take medication at school without the supervision of school staff. Medications brought to school will be stored in the Student Health Center and student specific emergency medications will be kept in the classroom in a secure location

Over the Counter Medications

- For the Student Health Center to be able to administer medication to a student, parents must complete the Student Health Center consent forms. Verbal consent is not allowed per WI state law.
- Over the counter medications can be provided to students, as deemed necessary, by Student Health Center staff, but only if the Student Health Center Consent for Over the Counter Medication form has been completed.

Prescription Medications

If prescription medication must be taken during the school day, the school nurse and/or a designated staff member, may administer prescription medications if the following requirements have been met:

1. The medication is in the original pharmacy container and the label must clearly identify the student's name, medication dosage, administration instructions, and prescribing medical provider's information. Medications that are sent in envelopes, bags or other nonspecific containers will NOT be accepted.
2. The **Prescription Medication Authorization** form has been completed by the prescribing medical provider and returned to the school nurse.
 - **Without a Prescription Medication Authorization form signed by a medical provider, NO medication will be administered to the student.**
 - It is the responsibility of the parent/guardian to have the form completed by a provider and return it to the school nurse before any medication is administered to the student at the school.
 - The completed **Prescription Medication Authorization Form** is effective for One School Year from the date of the medical provider's signature or until the prescription changes.
3. A copy of the Asthma Action Plan or Allergy Management Plan completed by a medical provider shall be submitted to the school nurse.

Documentation

- All medical information and medication requirements are kept confidential in accordance with state and federal regulations.
- Staff will document the administration of medicine in the confidential medical log book.
- Nursing staff will log any medications they administer to students in the student's medical record located in the Student Health Center
- If a medication error occurs, parents will be notified by the school nurse or school administrator and the student's healthcare provider will be contacted if necessary.

Immunizations:

- 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.
- The Preschool office must have a current record of your child's immunizations.
- Per Wisconsin State Statute 252.04 any student admitted to a school or childcare center is required to provide written proof of receiving required immunizations or a waiver within 30 days of being enrolled in the school.
- Immunization requirements will be strictly enforced for all students. Students who do not meet the requirements for their age may be excluded from school or fined.

Parents must provide one of the following in order to comply with the law:

1. A completed Immunization Record certifying that the student has received required immunizations for their age.
2. If a student's Immunization Record is not up to date, the parent/guardian has 15 days after direct notification to provide documentation that the next required immunization was administered and submit a written plan for completion for any additional required immunizations. Exception to this rule is a vaccine shortage.
3. Statement of Immunization Waiver
 - a. A **medical** waiver signed by licensed medical provider 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** waiver signed by the parent/guardian that the student adheres to a religious belief opposed to immunizations; or
 - c. A **personal** waiver signed by the parent/guardian, that the student adheres to a personal belief opposed to immunizations.
 - i. Note: Children with waivers may be subject to exclusion from school in the event of a disease outbreak for which they are not completely immunized against.

Attendance/Truancy:

In order for your child to be successful in school, they must regularly attend school and not be late to school. Teachers take attendance by 8:05 a.m. Staff record all students that are present.

Absences:

- Call the office if your child is going to miss school for the day. Preschool Office:
414-645-4869
- The administrative assistant will contact families who have not called in to report that their child's absence. After three consecutive unexcused absences, families must bring a doctor's excuse.
- Unexcused Absences are a failure to attend school for all or any part of the school day without a legal excuse. A legal excuse, 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.
- During 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.

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.

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.

Holidays and Special Occasions:

School community, we enjoy all aspects of the seasons, 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.

Pets

- Most K3, K4 and K5 classrooms have fish/aquatic frogs.
- In the Preschool science room may have different animals depending upon the topics they are studying. Animals and insects in the Preschool science room will change based on unit and concepts being studied. Parents may contact K5 teachers and/or science teacher if more information is desired or required.
- Parents must inform the office, school nurse, and teacher if their child has **any** allergies.
- Parents will be notified of any pet changes by red folder, or Class Dojo message or on sign-in/out sheet..

Screen time Limit:

- For K3 and K4 students the screen time is limited to 30 minutes per week. This includes all types of screens, such as computers, Smart Boards, Tablets, etc.
- K5 students are limited to 60 minutes of screen time per day. This includes all types of screens, tablets, computers, Smart Boards, etc.

Visitors to the School

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 name tag that identifies them as a visitor. Teachers shall avoid talking with parents when teaching; parents desiring an individual meeting should make an appointment.
- 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.

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 transports 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.

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, he/she 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.

Child Abuse and Neglect Law

- Staff of child care centers and schools are required by law to immediately report 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.

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 firearm, whether loaded or unloaded;
- Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
- A fixed blade knife with a blade
- A spring loaded knife or a pocket knife with a blade
- 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.

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 Fundraisers
- Attending Parent involvement Committee (PIC).

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.

School 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 next school year. In the unlikely event a student needs to move to another classroom there will be a one month transition process. Time will be allotted to give student support during the transition period, which includes spending time in the new classroom and getting support through the school counselor. This process includes visiting the new room, eating with the other students, attending specials, attend large group activities and free choice time, etc...

Transitioning to next grade level:

In the spring students will get support to make the transition to the next grade level. 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.

New Families:

Families that are interested enrolling their child at BGCS can attend one of our Open Houses. Open House are offered several times a year. Additionally, interested families can have a private tour anytime throughout the year. During Open House and private tours, families will be able to visit classrooms and receive information throughout the tour. Parents will be able to take home brochures, parent handbooks, etc., which contain information about the school. In the summer, orientations are held for all new families to attend. At the orientation meeting, school policies will be discussed and parents will receive a copy.

Selection Criteria for Enrollment

- Children must be 3 by September 1st in order to enroll in the three-year-old preschool program
- Children must be 4 by September 1st in order to enroll in the four-year-old preschool program
- Children must be 5 by September 1st 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
- We recommend children be toilet trained at the time of enrollment

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.
 - a. 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 after school programming. 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.

Withdrawal Policy

- o 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.
- o 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.
- o 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.
- o Parents may withdraw their child at any time. However, parents must fill out drop form and give new school/daycare location.

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, discomforting, 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

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.

Cooperation with school staff in disciplinary cases is expected from families and students.

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.

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.

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 or denial of benefits of educational programs on the basis of recognized disabilities. BGCS, Centro de Nino will provide to each student, with or without a disability, an appropriate public education and will not exclude or discriminate against students based on 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 with other people due to loss of housing, economic hardship, or a similar reason
- Live in a motel, hotel, trailer park, or camp ground 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 required 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.

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 Administrator (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:
 - c. Necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement;
 - d. Used within the context of official District business and not for purposes extraneous to the official’s areas of responsibility;
 - e. Relevant to the accomplishment of some task or to a determination about the student; and
 - f. 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.
4. The disclosure is to accrediting organizations for accrediting functions.
5. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
6. 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.
7. 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.
8. Information from records may be released to officials of other school systems in which the student intends to enroll.
9. 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.

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.☺

Important Phone Numbers:

	Phone	Fax
Preschool Office	414-645-4869	414-649-4921
Bruce Guadalupe Elementary Office	414-643-6441	414-649-9022
Student Health Center	414-649-2826	414-389-5118
Bruce Guadalupe Middle School	414- 389-4772	
UCC Acosta Middle School	414-647-2518	
United Community Center Reception	414-384-3100	