

HAWLEY PRESCHOOL STUDENT HANDBOOK

2025-2026



HAWLEY PUBLIC SCHOOLS

The mission of Hawley Public Schools is to prepare students for the challenges and opportunities of tomorrow.

School Board Approved August 25, 2025

General Information

School classes are held at the Hawley Preschool Center. No child will be refused admission to the program because of race, religion, or gender.

Program Goals

The Hawley Preschool Program will be available to all District #150 three and four year olds as identified by the current census. We will include any five year olds not enrolled in Kindergarten. The program goals are:

- Children have the right to come to school ready to learn.
- The needs (health, nutrition, development, family support) of the whole child must be met.
- The child must be involved in an active learning process through an integrated curriculum and stimulating environment.
- The learning process must be facilitated by a knowledgeable, licensed early childhood teacher.
- School, community and home should share in the child's learning and provide support.

Licensing and Staff

Teachers of the Hawley Preschool Program are certified by the Minnesota State Education Department. The teachers are responsible for conducting the classes.

Entrance Requirements

Classes are open to any child who is three (by September 1 of current school year).

Tuition

The tuition is divided into equal monthly payments. The fee for the four/five year old program is \$240.00 per month (\$75.00 per month for reduced rate qualifiers) and it helps to cover supplies, equipment, teacher and aide salaries. The fee for the three-year-old program is \$120.00 per month (\$50.00 per month for reduced rate qualifiers). Tuition is to be paid by the first school day of each month.

Conferences

Parents will be asked to have periodic classroom visits to observe and interact with their child in school. A yearly conference may be scheduled with parents(s). An assessment will be used to evaluate social, academic and behavioral development.

Health Policies

Immunization records and dates must be complete or the child cannot remain at school. Parents are also required to give signed authorization of permission for the school to act in emergency situations.

To prevent the spread of colds and contagious diseases, please keep your child at home if he or she has any obvious symptoms of illness, such as:

- temperature above 99 degrees
- signs of an oncoming cold or the flu
- an inflamed throat or eyes
- an unidentified rash
- an upset stomach or diarrhea
- issues with head lice

Medication Policy

Parents should give required medications at home whenever possible. If it is necessary to administer medication, the following procedures for prescription medication must be followed:

- A signed permit for authorization of any treatment or administration of prescribed medication must be obtained from the teacher and signed by the parent and the physician or dentist who has ordered this medication.
- The medicine must be brought to school in the original container. The container must have a legible label stating the child's name and current prescription information that must include instructions for administering the medication.

Over the counter medication will not be given in the classroom or during class sessions.

Sick Policy

There are times when your child may become ill while at school. If this should happen, your child will be isolated from the other children, will lie quietly on a cot with a blanket and will be supervised at all times by an adult. The parents will be called immediately and arrangements will be made for the child to be taken home or to the emergency contact home. If the parent cannot be reached, the child will remain at the school or be taken to a medical facility if indicated.

Parents must notify the school within 24 hours when their child is diagnosed as having a contagious disease. We will notify you if your child has been exposed to any communicable diseases.

Accidents and Medical Emergencies

If an accident occurs to a student, reasonable first aid will be administered and the parents and/or the child's doctor will be notified for further instructions.

Parents will be contacted in the event of convulsions or seizures, a cut which may require stitches, deep puncture wounds, an injury to or a foreign object lodged in eyes, ears, nose, or mouth, animal bites, nausea or vomiting and abdominal pain.

HERT will be contacted in any acute situation such as unconsciousness, cessation of respiration, head injuries, severe burns, fractures, shock, severe blood loss, or allergic reactions. The dispatchers will contact the F.M. Rescue Squad. Parents will be notified immediately and will assume responsibility for further decisions.

Other Emergencies

In the event that a child should be missing from the school area, one of the staff will check the building and surrounding grounds for the child. If he or she cannot be found, we will notify other school personnel, the parents and/or the police immediately to aid in the search.

Our school buildings are inspected regularly by the city fire inspector for fire and safety hazards. However, in the event of a small, localized fire, we have fire extinguishers on

hand. Should there be a large fire in the building, we would be warned and leave the building by the nearest safe exit. Through drills we teach the children to leave the building quickly and safely. One staff member would be the last person to leave in order to be sure that all children have left the building.

Weather

If severe weather conditions develop while school is in session, please come for your child while safe driving conditions still exist.

During winter weather, please keep in mind the Hawley Preschool Program closing policy:

- If the school district is closed for the day, Hawley Preschool Program classes are canceled and will not be made up.
- If the school district starts one-hour late (9:20 a.m.), Hawley Preschool Program classes will start at 9:30 a.m. If the school district starts two hours late (10:20 a.m.), Hawley Preschool Program will start at 10:30 a.m. There will be NO three year old class if school is two hours late.
- If the school district closes during the school day, Hawley Preschool Program classes will close at the same time and the children must be picked up.

Child Abuse and Neglect Law

As required by Minnesota State Law, all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused, it shall be immediately reported to the local Welfare Agency (State Statute 526.556).

Behavior

Appropriate behavior for preschoolers varies with the age and the abilities of each child. Therefore, children will be involved in cooperative projects and constructive activities that will enhance their self-esteem. They will be appreciated for their involvement and praised for their contributions. Children will learn how to use acceptable alternatives to inappropriate behavior through role models and praise for

appropriate behavior. They will be redirected from conflict to other activities that will guarantee the safety and well being of the entire group. If a serious and persistent problem occurs, immediate and direct related consequences will ensue and parents will be contacted so that the teachers and parents may resolve the issue together.

Appropriate Clothing

Dress your child in washable clothes that allow freedom of movement and activity. Although paint shirts are worn, sometimes paint does get on clothing and is difficult to remove. Sneakers or rubber-soled shoes are the best footwear. Be sure that your child comes in suitable outer clothing for the weather so outdoor play can be enjoyed. It is wise to put your child's name on such items as mittens, boots, hats, etc.

Field Trips

When the children go on a field trip, school vehicles may be used or parents may be asked to help with the driving. If you would like to be asked, please offer your services. A release form for field trips is required for each child at the time of enrollment.

Birthdays

Children enjoy sharing birthdays with their classmates. If you wish, you are invited to bring a special treat on that day. Your child may enjoy contributing to the school by donating a book or other needed item in honor of the special day.

Lunch

A hot lunch will be provided during the preschool day for the four/five year old sessions. This will be part of the tuition fee.

Snacks

A snack will be provided for all preschool students. This healthy snack will be the same as the students at Hawley Elementary. The schedule for snacks is available on the breakfast menu.

Show and Tell

On your child's special day, we encourage your child to bring an item to show, but also to tell about. Help your child select unusual items. Please leave the toy guns at home.

Public Relations Activities

Before each occasion of research, experimental procedure or public relations activity involving a child, written parental permissions will be obtained.

Transportation

Parents are responsible for your child's transportation to and from the Hawley Preschool Center if they are not enrolled in the BASE program.

Before and After School Care

Parents interested in enrolling their child in the BASE program must register with the program coordinator, Karie Miller. Students will be transported from the elementary school to the preschool center in the morning and from the preschool center to the elementary school in the afternoon by a district school bus.

If you plan to enroll your child in FITS during the summer, they will need to attend BASE during the school year.

For more information, please visit <https://sites.google.com/view/hawleybasefits> or contact Karie Miller at kmiller@hawley.k12.mn.us or 218-483-3316 ext. 3013.

Permissions

Hawley Preschool has a passive media agreement, which assumes all children and families consent to having their child's photo posted in the newspaper, on social media, or on our website for celebration or recognition purposes. If you do not agree with this policy, please inform one of the teachers.