Little Panthers Preschool

Handbook Supplement

“Little Panthers…BIG Possibilities!”

Tandi Jo Mai ~ Building Principal

1809 24th Street Great Bend, KS 67530

Telephone: (620)793-1662 Fax: (620)796-2422

Little Panthers Preschool is a proud member of the USD 428 Great Bend School District. Our building operations directly follow the policies, guidelines, schedules, and expectations that are outlined in the Elementary Handbook and Board of Education policy.

As members of the Little Panthers Preschool family, we ask that you carefully read and refer to the detailed information and policies stated within the Elementary Handbook and the Little Panthers Handbook supplement.

If you have any questions regarding your child's experience at Little Panthers Preschool, please contact:

Tandi Jo Mai

Building Principal of Little Panthers Preschool

(620) 793-1662 **tandi.mai@usd428.net**

Within this handbook, you will find three sections of information:

Section 1 ~ All students

Section 2 ~ Half Day Program

Section 3 ~ Full Day Program

Section 1 ~ All Students

Age Requirements

- 3 year olds = 3rd birthday is on/before August 31st
- 4 year olds = 4th birthday is on/before August 31st
- 5 year olds = 5th birthday is after August 31st (Cannot be eligible for kindergarten)

Toilet Trained

Toilet training is highly suggested, not required. The ultimate goal is for students to be fully toilet trained as soon as possible. The status of fully toilet trained is when the student can use the bathroom without the help of an adult, including wiping and dressing themselves. We recognize that this is a process and that children have occasional accidents. Our staff will deal with these issues in an appropriate and non-punitive manner.**Parents are required to continuously provide at least one clean set of clothing to be kept at school in a Ziploc bag labeled with the student's name and classroom. In addition, parents are required to continuously provide diapers/pull-ups and wipes for students that are NOT yet toilet trained.**

Dress Code

In order to help your child fully participate in every part of our day, we ask that your follow these guidelines:

- Shoes – Closed toe sneakers are required for your child to participate in all activities.
- Clothing – Preschool can be messy – and your child is learning to be independent. This means that clothing needs to be washable and allow as much independence in the bathroom as possible. Please make sure the extra clothing you keep at school is appropriate for the season.
- Outdoor Clothing – Assume that your child will play outside every day. Coats, hats, mittens that encourage independent dressing and allow your child to comfortably participate in outdoor play are necessary.

Outside Play

Outside play is an important part of our daily schedule. Far more than just recess, outside play allows children to build large and small motor skills, engage socially with peers, and practice new learning in a different environment. We will play outdoors each day, weather permitting. Cold temperatures don't deter us, so please be sure to send warm outside clothing with your child. **Students will go outside to play if the "Feels like" temperature is 25 degrees or higher.**

Food Program

Our preschool participates in the Child & Adult Care Food Program (CACFP). Meals (breakfast and snack for AM class, lunch & snack for PM class) are served each session. Breakfast and Lunch charges will follow district policy and will be updated yearly. Lunch will be served family style, **which can be defined by students passing bowls to other students, using table manners, and serving food for themselves.** This promotes socialization, fine and gross motor skills, and taking turns.

If your child has a specialized diet or has specific food allergies (including milk), s/he must have signed authorization from their physician on file at the school stating the specific food allergy. In certain situations, parents may be asked to help supply appropriate snacks (birthday treats, etc.)

Monthly menus are available online.

Parent Involvement and Communication

We welcome and encourage parent and family participation at Little Panthers Preschool events whenever possible. A positive early school experience for your child is more likely when parent and teacher interact and communicate on a frequent basis. Little Panthers Preschool teachers and staff will communicate with families through district-approved technology platforms including SeeSaw, School Messenger, school email, and school phone numbers.

Backpacks

All children need to bring a backpack to school each day. Please label this item with your child's name. All information from the preschool and your child's teacher, as well as your child's work, will be sent home in his/her backpack. Please check the backpack daily.

Attendance

Daily attendance is an important part of a child's growth and development. We would like to partner with our Little Panthers parents and families in order to establish good attendance habits that will help our students to be successful in the school setting in the present and future educational years. Frequent and specific communication about absences and tardies between home and school is encouraged to ensure the safety of our students.

General reminders about attendance include:

- Contact the school office if a student will be absent, tardy, or picked up early.
- Schedule appointments outside of the child's academic day when possible.

For further information about attendance, please visit the Great Bend Public Schools website or click the link below to read the USD 428 Great Bend Elementary Handbook.

www.greatbendschools.net Elementary Handbook

General Safety

Our school safety policies are in place to protect the children, their families, and our staff. Please follow all policies and direct any questions to the preschool principal. All visitors must check in at the main office and obtain a visitor's pass. During school session times, you'll need to enter through the main entrance where you will be buzzed in by the office staff.

Code of Conduct

At Little Panthers Preschool, we believe in helping children to learn the appropriate social/emotional and behavioral skills that will help them to be successful in peer relationships and in the general school setting. Appropriate behavior is encouraged, taught, and reinforced through our social/emotional curriculum and teacher lessons.

Our school follows the district expectations:

- Be Safe
- Be Respectful
- Be Responsible

At times, it may be necessary for the teacher and/or principal to issue consequences to inappropriate behavior.

For further information about behavior, please visit the Great Bend Public Schools website or click the link below to read the USD 428 Great Bend Elementary Handbook.

www.greatbendschools.net Elementary Handbook

Health and Medications

Good health is an important factor for student growth. However, when illness arises, we must protect all students with clear guidelines for care, medications, and readmittance to school when feeling better.

General reminders about Health and Medication include**:**

- Children are not to attend school if they have shown signs of illness such as fever, vomiting, or diarrhea or other symptoms of communicable illnesses within the last 24 hours.
- All children are required to have an updated copy of their immunization record and a current physical form or most current wellness check on file at the preschool.
- Parents/Guardian must provide the district medication form signed by a health professional detailing the name of the prescribed drug, the dosage and the time interval the medication is to be given.
- Your child must be symptom free for 24 hours without the aid of medications (such as Tylenol, etc.) before returning to school.
- Your child must also be well enough to participate in all aspects of the preschool day, including outside time and other physical activities.

For further information about Health and Medication, please visit the Great Bend Public Schools website or click the link below to read the USD 428 Great Bend Elementary Handbook.

www.greatbendschools.net Elementary Handbook

Section 2 ~ Half Day Program

Little Panthers Preschool offers half day program options for our families in AM and PM sessions. **Preference of session can be requested but cannot always be guaranteed during placement.**

AM Session (Half Day) ~ 8:00 am - 11:00 am - Monday through Friday

- Doors open at 7:20 am
- Breakfast from 7:20 am - 7:50 am
- Dismissal promptly at 11:00

PM Sessions (Half Day) ~ 12:30 pm - 3:25 pm - Monday through Friday

- Doors open at 11:50 am
- Lunch from 11:50 pm - 12:20 pm
- Dismissal at 3:25 pm

Section 3 ~ Full Day Program

To be enrolled in the full day program a parent/guardian must be currently employed full time by USD 428. Full day students must be considered a dependent of the employee in good standing. Documentation must be provided to prove that you are the legal guardian or parent of the child. If the parent/guardian is no longer going to be employed by USD 428, notice needs to be given to the Little Panthers Principal at least two weeks prior to the employee's end date with the district. If the parent/guardian fails to notify the Principal within this timeframe, the student will be subject to immediate withdrawal from the program.

Full day sessions (for current staff and faculty) ~ 7:00 am to 5:00 pm

- Doors open at 7:00 am
- Breakfast from 7:20 am - 7:50 am
- Lunch from 11:30 am - 12:00 pm
- Dismissal during 3:25 pm - 5:00 pm at the convenience of the staff and faculty

Little Panthers Preschool follows the district calendar for USD 428 Great Bend.

Staff and Faculty are eligible for added learning days on inservice/work days. A calendar of possible added learning days and reminders thereof will be provided through Little Panthers Preschool communication.

Fees

Full day students for staff and faculty:

- $80/week tuition
- $18/day for inservice/work days (must notify in advance)

Tuition is due on the 1st of each month. For August, tuition is due the 1st day of class. Please pay promptly with either check or cash. Payments can be submitted through your family Skyward account or with the Little Panthers secretary.

Accounts that are $500 or more behind in payments will need to fill out a Tuition Payment Agreement. Failure to follow the Tuition Payment Agreement will be subject to being sent to collections. All accounts must be paid in full by the end of the school year.
Accounts not paid in full by the last day of school will be subject to being sent to collections.