

Crawford Preschool

2026-2027 Handbook



**CRAWFORD PUBLIC
SCHOOLS**

908 5th Street
Crawford, NE 69339
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www.cpsrams.org

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Dear Parents,

The Crawford Preschool believes that a parent is a child's first and primary teacher. By supporting parents, the Crawford Preschool will allow children to learn in a play-oriented learning environment. Cognitive, physical, social and emotional development will be enhanced in a child based setting. The Preschool, along with input from families, will meet each child at his or her developmental level and provide activities to meet those individual needs.

As a child's first and most important teacher, parents are a vital part to the success of the Crawford Preschool. Parents are encouraged to participate in their child's education as fully as possible. Parents are always welcome to visit the Preschool at any time. Parent Teacher Conferences/Home visits will be held twice a year. Parents have a choice as to the location to meet and discuss each child's progress and development. Parents may also request a meeting with the teachers at any time.

The Crawford Preschool also provides support and resource information to help strengthen families. A resource library is available to check out various types of information. Parents are also encouraged to participate in the Parent Meetings/Gatherings to network with other parents and to assist in the success of the preschool. The topics and presentations are planned by the parents with support from staff.

We are looking forward to another exciting year at the Crawford Preschool.

Sincerely,

Maddison Suchor, Crawford Preschool Teacher

Admissions Procedures and Requirements

Any child who turns three years old on or before July 31 of the current school year will be eligible for enrollment in the current school year. While enrollment is open to both three and four year olds, priority will be given to four year olds.

Parents complete an application form which indicates an interest in the program.

Enrollment of Out of District Preschool Students will be determined on a case by case basis. Consideration will be given but not limited to class sizes and the needs of the student. The final decision will rest solely on the Administration and Preschool Staff.

Parents complete Enrollment and Health forms which must include the following:

- Proof of immunizations
- Birth Certificate
- Physical Form signed by doctor
- Permission Request forms for pictures, field trips, newspaper articles, etc.

Birth Certificate Requirements: State law requires that a certified copy of a student's birth certificate or official verification of age be presented when enrolling a new student in our school. If your child is registering with Crawford Schools for the first time and you do not have a certified birth certificate, you may obtain one from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a small fee per certificate.

If a birth certificate is unavailable, other official proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit signed by the parent and a Notary Public documenting the inability to produce a copy of the birth certificate. A copy of the birth certificate could be obtained by going to the following website:
<https://dhhs.ne.gov/Pages/Vital-Records.aspx>

A visit to the preschool for parents and their child is arranged prior to the first day of attendance.

Children who are attending another preschool are ineligible to attend the Crawford Early Childhood Preschool.

School Day

Morning Session – 8:00 – 11:15 – Monday - Thursday

Afternoon Session – 11:50 – 3:20 – Monday - Thursday

*If you drop your child off before the session time begins you are required to stay with your child until the designated drop off time, as the teacher may otherwise be occupied.

The Preschool will follow the Crawford Public School Calendar. See appendix for complete yearly calendar.

Snacks and Meals

Snacks will be provided for the students in both sessions. Parents may provide snacks for special occasions such as birthdays and celebrations. Please inquire about food allergies before sending a snack.

Meals will be provided for students in a family style manner, in the classroom. We will follow the school lunch menu for Crawford Public Schools. The morning session will eat breakfast and the afternoon session will eat lunch.

We require families of preschoolers to fill out a Free and Reduced Lunch Application. Preschool students who do not qualify for free meals will be reimbursed for meals accordingly.

If you have questions regarding meals for preschool students, please contact Kelsee Cover at 308-665-1928.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is Prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Parent Information

As a child's first and most important teacher, parents are a vital part to the success of the Crawford Preschool. Parents are encouraged to participate in their child's education as fully as possible. Parents are always welcome to visit the preschool at any time.

Parent-Teacher Conferences will be held twice a year to discuss each child's progress and development. Parents may also request a meeting at any time to discuss their child's progress.

A minimum of two home visits/Parent-Teacher conferences will be conducted during the school year. You may also schedule a Parent/Teacher conference at the end of the second recording period. During these visits we will discuss your child's development. The Preschool uses the GOLD Assessment for assessing each child's growth. GOLD is comprised of 60 items in the six GOLD categories: Social-Emotional, Physical, Language, Cognitive, Literacy and Mathematics. Each of the objectives is scored on a scale of 0 through 9 using anecdotal notes that are recorded online. These anecdotal notes focus on what your child is doing and saying throughout the day in a natural learning environment. Parents will receive more information about the GOLD Assessment during the first home visit. At each visit we will also discuss any concerns or issues you may have about your child or the preschool. You may set up extra conferences by stopping by or calling the school at 665-1928 and talking to your child's teacher. Frequent communication is best for your child's development.

Preschool Parent Group

Crawford Preschool has an organized parent group. The parent group is run by parents with the purpose of supporting the preschool and the families that are enrolled in it. The group will conduct six business meetings a year with several family activities throughout the year. The activities will be scheduled by the wishes of the group. The group will set their objective each year. Preschool Parent Group officers will include president, vice-president, secretary/treasurer. The Advisory Committee will consist of two Preschool parents, a community member and a day care provider. Other Opportunities for Parental Participation include:

- Providing treats for special occasions such as birthdays, holidays, etc.
- Sharing special family traditions through props, special food, etc.
- Assisting with class parties, field trips, classroom activities, and daily snack.
- Participating in special family programs.
- Receiving notes, newsletters, phone calls.
- Visiting the classroom.
- Offering to help in any other way.
- Community Resource Information Volunteer
- Participation in Advisory Group.
- Participation in parent meetings.

School Supplies

Parents are asked to supply:

- A complete change of clothes to be kept at school.
- A back pack or book bag labeled with your child's name. Any type of rolling backpack or book bag is not allowed.
- Paper towels.
- A large box of Kleenex
- A large box of wet wipes
- Clorox wipes
- 4 oz Elmer's Glue
- 2-3 Elmer's Glue Sticks

Policies and Procedures

The Crawford Preschool will follow all policies and procedures as outlined in the Crawford Elementary Handbook. The following policies and procedures are not inclusive. Be sure to refer to the Crawford Elementary Handbook.

Initial Entry into the Program

All children will be required to have a physical before entering the program and shall provide a medical report from a physician. The cost of the physical is the responsibility of the parents. (A child may attend school if the parent signs a written waiver.) Parents are also asked to provide a copy of your child's birth certificate and an up-to-date immunization record. It is recommended that children are potty trained and able to attend to their own toileting needs.

Parents may contact their healthcare provider about a physical and to update their child's immunization.

Application Acceptance Policy

Priority will be given to children in the following order:

- In-district children who will be 4 years old by July 31 of upcoming school year
- In-district 3 or 4-year old children on IEP, or IFSP, or possible services required
- All other applications will be re-visited at a later time based on available openings

Class Eligibility: Unless an exception is made regarding the passing of LB 1201/LB 71, as approved by the Early Childhood Director and Administration.

- The morning class is specifically tailored for 3 year olds, and the afternoon is particular to 4 year olds.
- Students that are Morning Preschool eligible: 3 years old on or before July 31st of the current school year.
- Students that are Afternoon Preschool eligible: 4 years old on or before July 31st of the current school year.

Current State Immunizations

The following immunizations are required:

- 4 doses DTP, one given on or after 4th birthday
- 3 doses Polio vaccine
- 2 MMR, one given on or after 4th birthday
- 3 doses of HiB vaccine
- 3 doses Hepatitis B
- 1 dose varicella (chicken pox)
- 4 doses of pneumococcal vaccine or 1 dose given on or after 15 months of age

Re-enrollment

All children will need a physical upon re-enrollment in the program. Parents will notify the school of their desire to re-enroll their child each spring by completing the appropriate form and returning it to the school.

Release Forms

Parents are provided with medical and photo release forms at the beginning of each school year. A parent signature on the returned form is required to activate the release.

Administering Medications

Whenever possible, your child should be provided medications by you outside of school hours. If it is necessary for your child to take medications including cough drops at school, you must provide a signed written consent for the child to be given the medication at school. Medication must be in the original container that is labeled by the pharmacy or the manufacturer with the same information written on the label as on the consent form. Parent Authorization of Administration of Medication at School form is available in the appendix. Prescription medicine requires a physician's signature for administration at school. If your child has a chronic medical condition such as asthma, please talk with the teacher and read the Crawford Elementary

Emergency Procedures

In the event of an emergency, it is absolutely necessary for the school to be able to contact the parents of a child or someone who knows the child. **It is vital that telephone numbers and addresses be kept up-to-date. Please contact the school if there is a change in phone numbers or addresses.** Emergency contact numbers will be required on enrollment papers. You will be notified if your child has a head injury, and you will be asked to come to school to evaluate your child's condition.

Absences

If your child is unable to attend preschool, please contact the elementary school at 665-1928 by 9:00 a.m. The preschool will follow the elementary procedure of calling families if we haven't received prior contact concerning an absence.

Arrival and Departure

Please sign your child in upon arrival and sign your child out upon departure. If your child is being dropped off by an older child, please remind them only one extra child in the hallway at a time. Students will not leave the classroom unless someone comes to pick them up. Feel free to come into the classroom while waiting for the start or finish of your child's day. You are encouraged to join the class at any time.

Security Door

For your child's safety, Crawford Schools have installed a security system on the doors. When you are dropping off and picking up your child you will need to buzz the buzzer and someone will unlock the door for you. Preschool parents will need to use the Southwest door by the preschool playground for pick up and drop off purposes.

Label Possessions

Please write your child's name on his/her possessions. **The preschool is not responsible for lost items.**

Photo Release

The photo release form enables the preschool to photograph and/or video tape individual or groups of children. These photos are used for educational purposes and/or promotion of the preschool's activities and program. Parents may revoke their permission at any time.

School Calendar/School Closings

The preschool follows the Crawford Public Schools calendar for vacations and in-services. A decision to close school is made when forecasts by the weather service and local weather conditions indicate it would be unwise for children to go to school. If extreme weather causes the cancellation of school, that news will be released through Chadron radio stations (KCSR AM 610 and KQSK 97.5 FM), school web site @[http:// www.cpsrams.org](http://www.cpsrams.org), by 6:30 a.m. Remind and Facebook will also be used to notify families of changes to the school calendar.

Morning session will not be held on late start days, afternoon class will be held as usual. In order to meet state attendance regulations, decisions concerning school wide early dismissals will be made on a case by case basis. Families will be notified through at least two written notes of the schedule for each class. Notifications will also be posted in the preschool classroom.

Parent/Teacher Conferences

Your child's development is constantly monitored through the use of checklists and developmental assessments. Results will be shared with parents during conferences. Parents may also request a meeting at any time to discuss their child's progress. An Open House will be held once a year. Two home visits and Parent-Teacher conferences will be scheduled during the year.

Clothing for School

It is important to dress your child appropriately for school and for existing weather conditions. ***The children will go outside every day, so please dress them accordingly, providing gloves, hats, boots, and coats when necessary.*** Remember that the weather can change quickly. Extra socks and shoes are a good idea for wet and snowy weather. There is no such thing as bad weather, just bad clothing. Open toed shoes such as sandals and flip flops are dangerous on the playground and should not be worn to school. Students will go outside to play in cold weather unless the temperature and wind chill are below zero.

The children will engage in messy activities such as cooking, painting, playing in the sand and water, so it is important they are dressed in clothing which allows them to participate in these activities. Children will wear their paint shirts when participating in messy activities, but accidents do happen.

The extra set of clothing provided by each family will be used in the event of a blood, toilet, or other accident. Soiled clothes will be bagged and sent home. Please send a clean set of extra clothes as soon as possible if this happens.

Newsletters and Communication

Regular communication will be sent home. This information will include preschool activities and upcoming events, important dates, book orders and reminders. Other notes will be sent home as needed. **Please be sure to check your child's backpack or book bag nightly!** *The teacher will use the Remind App to communicate with parents on a regular basis. Newsletters and reminders will also be posted on the Preschool Website. Families are encouraged to check cpsrams.org for updates and information.*

Complaint Procedures

Step 1: Have a scheduled conference with the staff person involved in the complaint matter.

Step 2: Appeal to the principal if the matter is not resolved by Step 1.

Step 3: Appeal to the Superintendent if the matter is still unresolved at Step 2.

Step 4: Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.

Persons may address the School Board about general concerns at regularly scheduled meetings either by making use of the "public input" portion at the beginning of the meeting or by asking to be placed on the agenda.

IF YOUR CHILD:

- 1. Has a fever, don't send him/her to school or activities. Children who are vomiting; have diarrhea, or a temperature of 100 degrees or greater must remain home and will be welcomed back after being symptom free for 24 hours without fever reducing medication. (ex: last episode of vomiting, diarrhea, fever)**
- 2. Is absent because he/she has any of the following diseases: Diphtheria, Hepatitis A, Meningitis (Bacterial or Viral), Pertussis (Whooping Cough), Poliomyelitis, Tuberculosis, Enterobiasis (pinworms), or Impetigo, he/she must have a doctor's permission to return to school.**
- 3. Is absent because he/she has any of the following diseases: Conjunctivitis (Pink Eye), may return after 24 hours with physician's written approval; Fifth Disease, may return with rash with documented physician's written approval. Ringworm may return after treatment is started.**
- 4. Is absent because he/she has Head or Body Lice, may return to school when treatment is completed and a re-examination has determined lice are no longer present.**
- 5. Has had strep throat he/she may return to school after being on medication and temperature free for 24 HOURS.**
- 6. Has any condition, such as severe allergies, diabetes, epilepsy, asthma, urinary or bowel problems it should be reported to the school nurse or teacher.**
- 7. Needs to take medication during the school day, please refer to the medication administration procedure.**
- 8. If both parents work and no one is home during the day, please make arrangements for a place to send your child should he/she become ill during school.**

Crawford Public Schools

Parent Authorization of Administration of Medication at School

Student Name _____ Birth Date _____

I request/authorize the school to give medication to my student in accordance with the health care provider's instructions provided on the label of the medication. I understand that unlicensed staff may be assigned to provide medication to my student, and I accept ultimate responsibility for monitoring the effects of this medication.

Permission to carry inhaler Yes ____ No ____ N/A ____

Permission to self-administer medication Yes ____ No ____

This is a non-prescription drug. Yes ____ No ____

Parents please note if this is a prescription drug we must have the ORIGINAL label and container of this medication in order to give this medication to your student. If this is a non-prescription drug, we must also have the **original container** in order to give the medication.

Name of Medication: _____ Expiration Date _____

Dosage: _____

How is it to be given? _____

How often? _____

Special Instructions: _____

Did your Provider state any possible side effects that we should be watching for? If so, please list _____

I request that my student receive this medication

From _____ to _____ (not to exceed current school year.)
Date Date

Parent/Guardian/Caretaker Signature Phone# _____
Home Work Date

Crawford Public Schools

2026-2027 Calendar

Preschool

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

s-9 t-16

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

s-17 t-21

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

s-16 t-22

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

s-15 t-18

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

s-11 t-14

1st Semester Student Days: 68
2nd Semester Student Days: 71
Total Student Days: 139

1st Semester Teacher Days: 91
2nd Semester Teacher Days: 92
Total Teacher Days: 183

3 Year Olds 8:00-11:15 (3.25 hours)
4 Year Olds 11:50-3:20 (3.5 hours)

4 Days- No School on Friday

Aug. 10	Fall Practice Begins-FB, VB, CC
Aug. 10-14	No School: Staff Professional Development
17-Aug	First Day for Preschool Students

Sept. 7	Labor Day
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Oct. 1	No School: PT Conferences 2:00 to 8:00
Oct. 2	No Students: Staff PD 8:00 am to Noon
Oct. 16	End of 1st Quarter (45 Days)

Nov. 25-27	Thanksgiving Break
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Dec. 18	12:30 Early Release
Dec. 18	End of 2nd Quarter (42 Days)
Dec. 19	Christmas Break Begins

Jan. 4	No School: Staff Professional Development
Jan. 5	School Resumes for Students

Feb. 15	No Students: Staff PD
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Mar. 2	No School: PT Conferences 2:00 to 8:00
Mar. 3-4-5	No School - Spring Break
Mar. 8	No Students: Staff PD 8:00 am to Noon
Mar. 12	End of 3rd Quarter (44 Days)
Mar. 26	No School-Easter Break
Mar. 29	No School-Easter Break

May. 15	Graduation - 1:00 pm
May. 18	Last Day of School for Students (45 Days)

	No School
	No Preschool; 12:30 Release for K-12
	All Day Staff PD: No Students
	Half Day Staff PD: No Students
	Parent Teacher Conferences; No Preschool
	First Day of Preschool
	Senior Graduation, 1:00 PM

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

s-15 t-20

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

s-15 t-20

March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

s-14 t-18

April						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

s-17 t-22

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

s-10 t-12

Student Days by Month

August: 9	January: 15
Sept: 17	February: 15
October: 16	March: 14
November: 15	April: 17
December: 11	May: 10

** NOTE: Staff PD dates and times are subject to change, pending availability of consultants and/or district needs.

District Mission

Crawford Public Schools in partnership with our parents and community, are committed to challenging our students to develop ownership in their own education and empower each student to become resourceful, respectful, and responsible citizens.

District Vision

Graduates of Crawford Public Schools will become lifelong learners with the ability to be successful in life.

School Improvement Goals

- **All Crawford Public School students will be proficient and/or show growth as measured by state and local Math assessments.**
- **All Crawford Public School students will be proficient and/or show growth as measured by state and local ELA/Reading assessments.**