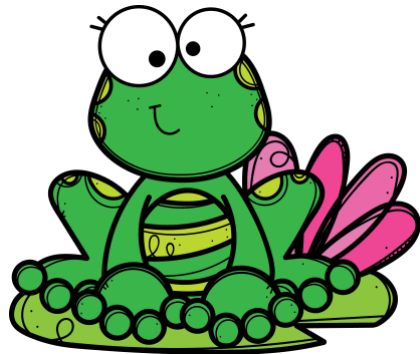


**PRATT  
PRE-KINDERGARTEN  
PARENT  
HANDBOOK  
2024-2025**



**Pratt USD 382 School District  
and  
South Central Kansas  
Special Education Cooperative**

900 W. 8<sup>th</sup> St., 620-672-4520

[www.usd382.com](http://www.usd382.com)

## **Mission Statement**

Pratt PreK provides an early childhood education for 3-5 year old children including cognitive, language, social, emotional, physical, cultural and aesthetic development. The goal of our program is to help PreK children acquire knowledge, skills and behaviors needed to transition successfully to kindergarten. This is a very exciting first step for your child's education. Our mission is to have a positive, exciting beginning for young children and their school career.

## **Staff**

<b>Superintendent of USD 382</b>	Tony Helfrich
<b>PreK Principal</b>	Kirsten Blankenship
<b>PreK Assistant Principal</b>	Ryan Creadick
<b>Teachers</b>	Cara Powell Heather Lynch Shelly Barrett Dani Ricke Crystal Newby Oakley Stephens
<b>Occupational Therapist</b>	Kelli Gallagher
<b>Physical Therapist</b>	Jessica Ohler
<b>Speech/Language Pathologist</b>	Kim Kendall
<b>School Nurse</b>	Jennifer Sowards
<b>Secretary</b>	Misty Roberts

## **Eligibility**

- USD #382 – All children living in the Pratt area who are **4 years old or will be 4 years old on or before August 31, 2024** are eligible to attend 4 year old preschool. Children who are **3 years old or will be 3 years old on or before August 31, 2024** are eligible to attend 3 year old preschool. Children must be potty trained to attend USD 382 preschool!

- Bridges To Learning (BTL) – All children with qualifying special needs and those who qualify to be peer models between the ages of 3 and 5 are eligible. Peer models, not on an IEP, must be potty trained and meet the age requirements for USD #382 preschool.

## **Schedule**

Monday – Friday

- Morning Session: 8:00 a.m. - 11:00 a.m.
- Afternoon Session: 12:00 p.m. – 3:00 p.m.
- Breakfast: 7:40 a.m. - 8:00 a.m.
- Breakfast is offered in one session. Students must arrive between 7:40-7:45 to participate. Parents will enter the school at the FRONT of Southwest and walk their child down to the PreK MPR room for breakfast.
- Lunch is offered in two sessions:
  - AM only students staying for lunch/(1) full day 4 year old class will eat lunch from 11:00-11:30.
    - AM only students who will stay for lunch must be picked up **no later** than 11:30 a.m. Parents will enter the school at the FRONT of Southwest to walk to the PreK MPR room to pick up their child from lunch.
  - PM only students/ (1) full day 4 year old class will eat lunch from 11:30-12:00.
    - PM only students who will be having lunch prior to school beginning should be brought to school at 11:30 to participate. Parents will enter the school at the FRONT of Southwest and walk their child to the PreK MPR room for lunch participation.

## **Drop off and Pick Up**

- PreK drop off and pick up will be through the PreK foyer doors at the back of Southwest Elementary School. **To access the PreK parking lot and the PreK foyer doors, parents will need to enter from Washington Street (via 5<sup>th</sup> St.).** The newly added parking lot is for PreK parent pick/up and drop off only! **A parent/ adult must remain with the child during the drop off and pick up process!**
  - The PreK foyer entrance/ exit doors will be opened for drop off and pick up during the following time intervals:
    - 7:50-8:05 (a.m. drop off)
    - 11:00-11:10 (a.m. pick up)
    - 11:55-12:05 (p.m. drop off)
    - 3:00-3:10 (p.m. pick up)

- Tardiness is unacceptable when picking up your child at the end of the PreK a.m. or p.m. session. Parents who arrive late, after the foyer doors are locked, will need to pick up their child in the Southwest office.
  - Tardiness may result in your child not being able to attend PreK at Lilypad Preschool.

### **Enrollment**

Enrollment will be completed when all of the following have been received. There will be a grace period for completing some of these items.

1. An online enrollment application that includes all pertinent information concerning your child.
2. A report from your physician or health department of a physical examination with the 12 months before school starts.
3. A copy of immunization record.
4. A copy of the child's certified birth certificate.

### **Transportation**

Transportation to and from school is the parents' responsibility unless your child qualifies for transportation. There will be no exceptions for children who do not qualify.

### **Phone Numbers**

The office needs to have current home and work phone numbers on file as well as daycare provider, if applicable. If your child is going to be out of school, please contact the office at 620-672-4520 no later than 8:30 a.m.

### **Illness**

If your child is running a fever (100.4° F or higher), has diarrhea, or is vomiting, they MUST stay home. We also ask that you keep your child at home until they are free from fever, diarrhea, and vomiting for 24 hours without the aid of medication. A positive Covid test requires a 5-day quarantine at home (current protocol as of 8/21/24).

### **Snacks**

ALL classroom treats brought into our PreK classrooms, whether it is for a birthday, holiday party, or daily snacks, must be store bought or purchased from a recognized bakery business in town which can provide an ingredient list. Items may be individually pre-packaged or purchased together in quantity as in the case of doughnuts, cookies, cupcakes, carrot sticks, etc. **We are a "Nut Aware" school. Snacks that contain peanuts or tree nuts of any kind may not be brought into classrooms.**

## **Nut/ Nut Products PreK Policy**

Due to the increase in food allergies among our students, Lilypad Preschool at Southwest Elementary School is a Peanut/Nut Aware School. Snacks and party treats brought into the classroom MAY NOT contain peanuts or nuts of any kind for students. **Peanut butter sandwiches are only allowed in the PreK lunchroom.** Students with known nut allergies will not be seated with students who have brought lunches from home in PreK.

\*Because preschool age children cannot advocate for themselves, we ask that parents with children who have severe allergies provide parent approved snacks for children at the start of each school year and as needed throughout the year. This will assure that no cross contamination occurs and better protects our children from any adverse reaction from pre-packaged snacks that might be present in the classroom.

## **Enrolling a student with a known Nut Allergy**

Upon enrollment and notification of a food allergy, a healthcare plan will be initiated by the School Nurse in conjunction with parents, building administrator, teacher, and para-professionals. The Nurse will train appropriate staff members on proper usage of an epi-pen if applicable.

## **Birthdays**

Parents are welcome to attend birthday parties with their child. We will ask that you check in at the office before going to your child's room. Please contact your child's teacher at least one full day ahead of time to arrange a time for birthday treats if you will be providing them.

## **Class Parties**

We will be holding classroom parties throughout the school year. Your child's classroom teacher will have sign-up sheets for volunteer opportunities throughout the year.

## **Water Bottles**

The school will provide one water bottle for each PreK child at Southwest during the school year. Water bottles may be brought from home should a parent prefer that option.

## **Classroom Discipline**

The goal of the pre-kindergarten classroom is to have a positive learning environment for all students. The classroom teacher will handle discipline. Teachers will use a "take a break spot" for students who are disruptive and interfering with the learning environment of others. If needed, parents may be contacted by the classroom teacher about the situation. In a severe situation, Southwest administration may become involved and contact parents.

## **Building-Wide Rules**

Each classroom has adopted rules to reinforce positive behaviors in school. Rules are taught in each classroom.

Rule Number 1 - Listen and follow directions quickly

Rule Number 2 - Raise your hand for permission to speak

Rule Number 3 - Respect yourself, respect others, respect the world around you

Rule Number 4 - Make smart choices

## **Pre-Kindergarten Curriculum**

The PreK curriculum is designed to give maximum educational, social, and physical benefits to each individual child. The components include pre-reading, pre-math, handwriting, social skills, gross motor, fine motor, technology, and self-help skills.

## **PreK Beyond the Bell for 4 year-olds**

- Beyond the Bell is available for 4 year old children who have reached the age of 4 years on or before 8/31/24. PreK BTB is available between the hours of **3:00-5:15** for a monthly fee. If you are interested in your child participating, please visit the Southwest office to complete an enrollment form and set up payment. PreK students attending BTB do not mix with K-5 students attending the Southwest BTB program.

**We are excited to have your “tadpole” at Lilypad Preschool at Southwest Elementary!**