

2023-24  
*Eagle Early Childhood  
Program*  
Parent Handbook



# Our Goal for EEC

The goal of the Eagle Early Childhood Program is to provide high quality early childhood education in a positive and nurturing environment for all children. This inclusive preschool program serves children of all races, ethnicities, and abilities whose parents desire a preschool experience for their child. District 145 does not discriminate on the basis of race, color, national origin, sex, marital status, age or handicap in admission or access to, or treatment of, or employment in its programs and activities. All information is confidential. Preschool serves as the first step to help your child grow into a life-long learner and responsible citizen.



# Frequently Asked Questions

## Who may attend?

All children that are 4 by July 31<sup>st</sup>.  
 \*Children who are eligible for kindergarten may not attend Eagle Early Childhood Program. If space is available, some exceptions will be made for children that are 3 years old by July 31<sup>st</sup>.

## Where is Eagle Early Childhood located?

Eagle Elementary, 600 South 1<sup>st</sup> Street, Eagle

## When is Preschool?

Classes are held for 3 hours, 4 days per week (Tuesday-Friday) for a minimum of 450 hours over the school year.  
 We have two sessions: 8:05 am – 11:20 am and 11:55 am – 3:10 pm.

## What will my child learn?

The Eagle Early Childhood program uses Creative Curriculum, a curriculum that is developmentally appropriate, that addresses all areas of development, and is aligned with the standards for learning set by District 145 and the Nebraska Early Learning Guidelines. Second Step Curriculum is used as well to support the social and emotional development of all students.

We measure the quality of our program through self-assessment procedures using the Early Childhood Environment Rating Scale as well as independent evaluations, completed by the Nebraska Department of Education.

We measure child outcomes and progress using Teaching Strategies GOLD, an authentic measure that uses daily observations of children, which are used to guide student learning.

## What services does the Eagle Early Childhood Program provide?

Each class is taught by a teacher who is certified to teach young children and to provide special education services. Support to the teacher and the children is provided by one paraprofessional and other support staff which includes but is not limited to supervisors, elementary principal, special education providers, speech language pathologist, occupational therapist, district special education director, and a school psychologist.



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# Everyday Counts!

## Arrival and Departure Times

Morning class—8:05 a.m.-11:20 a.m.

Afternoon class—11:55 a.m.-3:10 p.m.

**Attendance** A key factor in making each child's school experience a success is regular school attendance. However, attendance for our preschool program is not mandatory. Parents/guardians should notify the school, (402) 781-2210, before or as early as possible on the morning of the child's absence or late arrival.

**Absences** If your child is absent or ill, it is necessary for you to call 402-781-2210 and inform us of your child's absence and the reason for it. The secretary at this number will let the Early Childhood teacher know your child will be gone. This is for your child's safety. If a child must leave early for a doctor's appointment, go to the office to sign him/her out and the secretary will call him/her to the office.

If your child is not in preschool and the teacher has not been informed of the absence, school personnel will make a reasonable effort to contact the parents or emergency contacts to ensure that your child is safe and where they are supposed to be.

**Dismissal** If your child is not picked up after class has dismissed, efforts will be made to contact the parent or emergency contacts. Children will not be released to people that are not on your child's emergency contact sheet. If the person is unknown to staff, he/she will be asked to show identification. It is **VERY** important that the preschool has current phone numbers of parents and emergency contacts. Please let us know throughout the year if any of these numbers change.

**Calendar** An annual school calendar has been developed that has all of the important dates for the Early Childhood Program. Any changes to the calendar will be communicated with parents throughout the year.

**Family** - Families play the central role in their child's development. Engaging families into their child's preschool experience is essential to maximize learning. We will strive to actively partner with parents and guardians. There will be many opportunities for families to work with their preschooler throughout the year. Some ways that we like to build the family-school relationship include but are not limited to the following:

- Two home visits—one at the beginning of the year and one in the spring.
- Communication—we will communicate with you via notes, emails, phone calls and conversations.
- Family activities—flyers will be sent home throughout the year to inform you of family activities that will happen at school.



# Communication

**District 145 Alerts** - To provide you the best communication for school activities and important school messages, District 145 - Waverly utilizes [School Messenger](#).

You will receive alert messages from your child's school via phone and/or email. There is no cost to you. Parent names and email addresses need to be current in our student information database as the contact information is taken directly from our Power School system to be utilized within School Messenger. At the beginning of each year, a student profile form is sent home to be updated with any changed contact information. It is important these are returned to school in a timely fashion. If any contact information has changed during the school year, please contact your child's school directly (402) 781-2210.

Text messages to your mobile phone will be an option. As a district, we cannot send unsolicited text messages to you unless you choose this option. All applicable fees will apply regarding your service plan with your mobile phone service provider.

You may sign for these alerts at the [www.district145.org](http://www.district145.org) - Parent Tab – School Closings.

You can opt-in and opt-out of text messages as many times as you would like. [To unsubscribe](#), text the word STOP to 68453.

If you would like to follow us on Facebook, please visit the following building's Facebook pages: [EAGLE ELEMENTARY SCHOOL FACEBOOK PAGE](#)

**E-mail** - You may contact your child's teacher, Ms. April Lambert, via her email address: (april.lambert@district145.org) which is checked on a daily basis. If you need to discuss something urgent, please call the school or send a note.

**Newsletter** - Newsletters will be sent home electronically or in paper form to keep families informed about what is happening in class.

**Conferences** - Parent/Teacher conferences are held at school one time per year. Conferences are held in the Fall. The school will send home notes or an email to let you know when your conference is scheduled. We will discuss your child's accomplishments, strengths, and overall progress. Please feel free to schedule additional conferences at any time throughout the year if the need arises.

**Home Visits** - Teachers will visit every family at their home two (2) times during the school year. These visits will happen in the fall and in spring. During the first visit the teachers are getting to know you and your family. At the second visit information will be shared about your child's progress.



# Classroom Information <sup>7</sup>

**Pictures** - Eagle Elementary contracts annually to have pictures taken of school children early in the school year. Information regarding prices, times and dates are distributed by notes from the school.

**Birthdays** - Birthdays are special occasions for young children. We will do special, in class, celebrations for each child on his/her birthday. Party invitations will not be allowed to be handed out in school unless they are for the entire class. Birthday treats, if sent, must be an approved item from the District 145 Snack/Treat List, which you will receive at Open House in August.

**Restrooms** - We have restrooms in the classroom. We encourage children to use the restroom and have adults in the room remind children as well. Please continue to work on restroom skills: flushing the toilet, getting dressed and washing hands.

**Snack** - Children will get a snack each day during school. It will be a healthy nutritious snack. Snacks will include a variety of foods so we can introduce new foods to children. Students will learn to serve themselves, practice table manners and assist with clean up as appropriate.

**Supplies** - A suggested supply list will be provided to all families. Special requests may also be made by the classroom teacher for special projects (milk jugs, paper towel tubes, etc.). If you cannot help with these projects, that does not reflect or affect your child at preschool.

**Toys** - Toys may be brought to school if used for a show and share assignment. Toy weapons shall not be allowed in the preschool setting at any time; please do not allow the child to bring any toy/item that could be perceived as a weapon. Federal law requires the school to expel any student who brings a dangerous weapon to school.

**Outside** - Children will go outside as long as the weather is appropriate for outdoor play and the wind chill temperature is above 10 degrees. Please make sure your child has appropriate clothing for cold and warm weather play (coats, ear/head covering, mittens or gloves, and boots when necessary).

**OH, WOW!!!!** - You will be constantly amazed at the changes your child will be making this year. We will be learning and growing DAILY! Preschool is the key to kicking off your child's learning career. It is the year all of their learning beliefs are set in stone. Please help us in making this a very fun, beneficial, exciting, and positive year!



# Emergency Procedures

- Please update emergency contacts promptly. *If your home or work phone number changes, or your contact numbers change, PLEASE inform the office as soon as possible so you can be located quickly if an emergency occurs.*

## Emergency Closure

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

- **Decision to Close Schools.** A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media or by district alert system when schools will be closed. In some instances, schools will be open, but certain services may be cancelled (bus transportation, pre-school, kindergarten, student activities).
- **After School Starts.** Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. Parents should have a plan in place to accommodate these circumstances.
- **Parental Decisions.** Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.
- **What Not To Do.** Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning. Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.





# Safety

**Fire Drills** - Fire drills are held on a monthly basis throughout the year. All children will participate and are expected to exit quickly and quietly to their designated exit. We will practice and become familiar with procedures before our first scheduled drill. Sometimes these drills cause anxiety for kids, so we spend a lot of time talking about why we do fire drills. We learn that we do them so that we are safe in case there is a real fire.

**Discipline**- Our classroom is a small community where teamwork and good relationships are expected. We will spend time learning class procedures and practicing them. Each child is expected to act within our standards of behavior. To establish good order and help the children learn self-control, they will be guided to respect themselves and their peers through specific directions, positive reinforcement, suggested new activities and responsible actions. We will talk about what this rule means and what we need to do to follow the above rule. Children who have troubles following this rule will have natural consequences for their behavior. We will work to establish a relationship with you so that we can call and let you know what is occurring with your child.

**Mandatory Reporting** - The law requires that every member on staff at the Eagle Early Childhood Program report any sign of child abuse or neglect. This includes proper safety restraints, or leaving younger children in vehicles while picking up your preschooler. If staff sees abuse or neglect they are required under state law to report.



# Health Information

**Birth Certificates** – A certified copy of your child’s birth certificate is required to be provided to the school within the first week of class. A copy will be made and the certified copy will be returned to you. Failure to provide this document will lead to your child not being allowed to continue their enrollment in the program.

**Health** - Health conditions that could affect your child’s safety or well being at school may be shared with school staff on a need-to-know basis. Examples of health issues that could be shared include diabetes, seizures, peanut allergy, asthma and medications that might have a side effect at school (drowsiness, behavioral changes).

If you do not want Eagle Elementary to share your child’s health conditions with school staff without prior written consent you must notify the building principal or his/her designee.

Normal good health practices should be used at all times. The school’s goal is to keep your child in school while not putting other children at risk. Children feeling uncomfortable or not well to the extent that the child is unable to accomplish normal activities should not be in school.

First aid will be administered by the school nurse or personnel with first-aid training whenever possible. If a serious illness or injury takes place at school, the parents will be notified. The city emergency unit will be called upon parents’ request for transportation of a child with a serious injury or illness.

Children that are ill will not be sent home alone or without parent notification. It is the parents’ responsibility to assume the care for their child and make arrangements for care in their absence. If a parent cannot be reached at home or work, the child’s emergency contact person will be contacted to assume responsibility. When parents or contacts cannot be reached, the child will be isolated and made as comfortable as possible. Children with health concerns should be evaluated individually to determine if school attendance is appropriate.

The following Nebraska State Health Guidelines will be used:

- Children with a temperature of 100 degrees or more should not be in school. A child may not return until they have been without fever for 24 hours.
- Children with serious communicable/infectious diseases must have a doctor’s permission slip to return to school in accordance with State Health Guidelines.

Diseases included are:

- Hepatitis A
- Tuberculosis
- Measles
- Mumps
- Rubella



Children with chicken pox will be excluded from school for no less than 6 days (day of onset of specific symptoms is counted as day "0", the day after is day "1") after the appearance of the first crop of vesicles, and the child is without fever and the vesicles are dry.

- Children with some communicable/infectious diseases cannot remain in school.

Examples of these diseases are:

- Streptococcal Infections (strep throat, scar Latina)
- Pinkeye (conjunctivitis)
- Scabies

A minimum of 24 hours exclusion and proof of treatment will be required before a child having this type of disease can attend school.

- Children with some diseases must have a doctor's permission slip or evidence of treatment (proof of medication) to re-enter school.

Examples of these diseases include:

- Impetigo
- Ringworm
- Head Lice – Children identified as having head lice will be excluded from school until they receive appropriate treatment. They may return to school with proof of treatment and determined to be nit free by a school representative.
- Children with an unidentified rash who are without fever (under 100 degrees) and feeling well, may stay in school. When a rash is observed, parents must be notified of the rash. Rashes persisting longer than 3 days require proof of medical evaluation. Some rashes may require immediate exclusion and proof of medical evaluation.
- Children will be sent home if they are vomiting or have diarrhea regardless of whether or not they have a temperature elevation. A child may not return to school until 24 hours symptom free.
- In the event it becomes known that a child is infected with a chronic infectious disease not commonly associated with casual transmittal (i.e. hepatitis, rheumatic fever, mononucleosis and HIV) and any changes in the education program of a child is needed, this will be handled on a case-by-case basis, relying on the best scientific and medical advice available.

**Illness** - The question of when to keep your child home from school is often a difficult one, especially when decisions must be made first thing in the morning. It is important, however, to keep your child home if he/she is ill. This helps to make them more comfortable and prevents others from becoming ill. Children function more effectively in the classroom when they are healthy. Please remember that your child may not come to school with a temperature. Children may not come back to school until he/she has been fever free, without medications, for 24 hours.



**Immunizations** - Children in Nebraska may only enroll in and attend school if they are protected against communicable diseases and conditions such as measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus, by immunization prior to enrollment (Revised Statute, Chapter 79-217). The following are the vaccines children need prior to attending preschool for the school year:

- 4 doses of DTaP, DTP, or DT vaccine,
- 3 doses of Polio vaccine,
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age (Hib not required after child reaches 5 yrs of age),
- 3 doses of pediatric Hepatitis B vaccine,
- 1 dose of MMR or MMRV given on or after 12 months of age,
- 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age, written documentation (including year) of varicella disease from parent, guardian or health care provider will be accepted.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age (Pneumococcal not required after child reaches 5 years of age).

**Food Allergies**- If a child has identified food or drink allergies, or medical conditions that require a modification in diet, the school may provide food and drink that takes this into account. For the school to provide dietary substitutions in snacks, a doctor's note is required stating the allergy or dietary requirements.

## **School Health Screening**

Children in Preschool and Kindergarten through fourth grade, as well as children in seventh and tenth grades are screened for vision, hearing, dental defects, height and weight. Those students that are mid-year transfers, out-of-state transfers, and/or new to the district in any grade level will be screened. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit school equivalent screening results performed by a qualified medical or dental professional dated within the last six (6) months from the first day of school. These results should be turned into the school no later than November 1st. Should the information not be provided, the child will be screened by school health staff.

**Medications**- Products will be used at the discretion of the school nurse or other trained personnel. Over the counter medication products may be used in the school health office for personal hygiene, skin care, first aid, or for therapeutic purposes. These products may be used without specific consent and are provided by the school.





**Prescription Medications** - The administration of medication at school is strongly discouraged except when necessary for the child's health or education. The dosage intervals of many medications can be adjusted so the times for taking medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by school district personnel shall be administered in accordance with Medication Aide Act. (Board Policy 6815)

- A. **Authorization for Prescription Medications** - Prescription medications which must be administered during school hours may be administered when the following are on file at school:
  - 1. A caretaker's signed and dated authorization/permission to administer the medication during school, which included the reason the child is receiving the medication. (Note: all references to "caretaker" in this policy shall also include a parent, foster parent, family member or legal guardian; it shall not include a friend or child provider).
  - 2. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, administering physician, strength, dosage, time interval and route to be administered. Two labeled containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.
- B. **Authorization for Non-Prescription Medications** - If a regular education child must take non-prescription medication during school, procedure 1 above is to be followed before administration, and the medication must be provided in its original container.
- C. **Authorizations** - Medication authorizations must be renewed annually and updated immediately as changes occur.



# District Information

## Notice of Nondiscrimination

School District 145 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Director of Special Education/Student Services Coordinator has been designated to handle inquiries regarding the non-discrimination policies, including Federal Title IX and Section 504 compliance procedures, for students, employees and others:  
Delanie McMillan, 14511 Heywood Street, P.O. Box 426, Waverly, NE 68462 (402)786-2321

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816)426-3686, (800)537-7697 (telecommunications device for the deaf), [orocr.kansascity@ed.gov](mailto:orocr.kansascity@ed.gov).

## Complaint Procedures

Children (or parents on behalf of a child) or employees who suspect that they have become the victim of a discriminatory act, intentional or unintentional, because of a school employee or policy should:

1. Discuss the grievance with the teacher or the building principal within ten (10) school days of the alleged situation.
2. If the matter is not resolved to the satisfaction of the complainant, the complainant should contact the superintendent of the schools and submit the nature of the grievance in writing to the superintendent of schools within ten (10) school days of receiving an oral response from the principal or teacher. The superintendent of schools will, within ten (10) school days of receiving the written grievance, interview the complainant, investigate the nature of the grievance, and submit in writing to the complainant a proposed resolution.
3. Submit a written request for a board hearing on the grievance to the Board President within 10 school days of receiving the superintendent's response.
4. The board will convene a hearing on the grievance within twenty (20) school days of receiving a written request for a hearing and reserve the right to solicit evidence and testimony from all pertinent sources.
5. The board will submit a written resolution of the grievance to the complainant within twenty (20) school days of conducting the hearing. The decision of the board will conclude the grievance procedure.



# Tuition

Eagle Elementary Early Childhood Program (EEC) is supported through various funding sources. At this time, there is a minimal cost to families for children to attend our preschool program. Fees collected are used to cover the costs of meals and services to children and families and to help defray costs for our comprehensive program.

During the upcoming school year, the Early Education Program will operate a 5-days a week schedule. A specific EEC calendar will be provided to all families.

The following payment tiers will be used for the 2023-2024 school year:

Student	Fee
Tier I - Full Tuition	\$160 per month for 9 months (September-May)
Tier II - One Special Consideration*	\$100 per month for 9 months (September-May)
Tier III - At least two Special Considerations* or students who receive Special Education Services or qualify for free lunch	\$0 per month for 9 months (September-May)

\*Special Considerations: Financial scholarships may be available and are based on the following factors:

- Child has Special Education Verification (IEP)
- Qualification for the free or reduced lunch program
- Mother under 18 years of age at child's birth
- Language spoken at home is not English
- Child's birth weight was under five pounds at birth (doctor verified)
- Child is in foster care or ward of the court (legal documentation required)



# Contact Information

## EEC Contacts:

We want to make sure that you have a positive year at Eagle Early Childhood Program. If you have any questions or concerns please feel free to contact:

April Lambert, ECC teacher

[april.lambert@district145.org](mailto:april.lambert@district145.org)

Becky Schroeder, Special Education EEC teacher

[becky.schroeder@district145.org](mailto:becky.schroeder@district145.org)

Megan Flohr, Eagle Elementary Principal

[megan.flohr@district145.org](mailto:megan.flohr@district145.org)

Delanie McMillan, Director of Special Education

[delanie.mcmillan@district145.org](mailto:delanie.mcmillan@district145.org)

*Eagle Elementary Office*

Cassidy Bohac, Administrative Assistant

[cassidy.bohac@district145.org](mailto:cassidy.bohac@district145.org)

(402) 781-2210

## Early Childhood Advisory Committee

- A group of parents collaborate with preschool staff and community providers that meet together and discuss current preschool happenings and events that are relevant to EEC. Three meetings are held each year.

## Parents & Teachers of Eagle (PTE)

- Parents and teachers of Eagle (PTE) is a non-profit group consisting of parents, guardians, school staff and community members dedicated to providing Eagle Elementary with funds, programs and services that will enrich and maximize the education of every child. For additional information, please visit [www.eaglepte.org](http://www.eaglepte.org).





# Handbook Acknowledgement

For a school to provide meaningful, positive, learning experiences, the school must have a well-defined organizational program. The purpose of this handbook is to familiarize children and parents with the school system.

Please read this handbook; you may also find a digital copy at: <https://www.district145.org/o/eagle/page/early-childhood-at-eagle>. Select Early Childhood Handbook.

If you have any questions, please call (402) 781-2210.

Please sign below and return to school.

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I hereby acknowledge with my signature that \_\_\_\_\_ received the  
(Child's Name)  
procedures and regulations outlined in this **Eagle Early Childhood Handbook**, and that I, \_\_\_\_\_ have read and  
understand them. (Parent/Guardian Name)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

