



Hayfield Elementary Preschool Boost Handbook 2022-2023

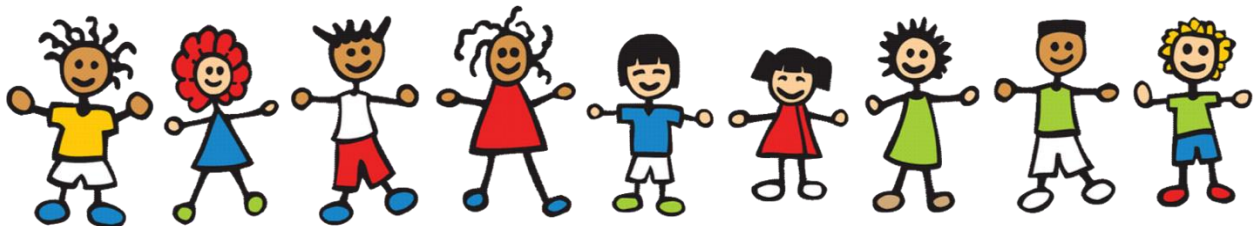


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The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

PreK-12 Principal
504 Coordinator
Superintendent
Title IX Coordinator

Hayfield Public Schools
9 Sixth Avenue Southeast
Hayfield, MN 55940
507-477-3235



Preschool Boost: At A Glance

Hayfield's Preschool Boost program is geared toward 4- and 5-year-olds who will be attending Kindergarten the following school year. Students will prepare for entrance into school through a positive environment where they can learn, grow, and build relationships under the direction of a Minnesota licensed teacher. Learning experiences ensure kindergarten readiness by building a foundation for success through literacy and math activities, play, and music! The program is designed to be all day everyday, but students have the option to attend four days a week at a varied price. If a varied schedule is chosen students will miss curriculum that is taught on missed days.

1. Calendar

We will follow the Hayfield Community Schools calendar. Inclement weather and school closings will follow as well. The school district uses School Messenger to send out a phone call to all district families. Please ensure you have up-to-date contact information within JMC and the elementary school office.

We also recommend listening for school closing announcements on the radio, local television stations, or the district website: www.hayfield.k12.mn.us

2. Philosophy/Mission Statement

The district mission statement is to provide a safe learning environment that prepares, challenges, and inspires students for life. In the preschool boost program, we will strive to prepare students to be successful in kindergarten. A strong foundation in the early years helps students for the future.

3. Child Guidance and Discipline Policy

Whenever a group of people, young or old, gathers for a specific purpose, rules of order and behavior must be established. In our school, the teachers set up the rules for their own classrooms, following guidelines set up by the board and administration. The goal of good discipline is to help students develop self-control, self-respect, and respect for the other people and property around them. The school requests parental cooperation in achieving this goal.

School Rules: Be respectful – Be responsible – Be safe

4. Parent – Teacher Communication

- **Conferences**- Student Interview and Assessments Conferences will be held for PreK-grade 5 students. . In addition, parent-student conferences will be held twice a year in fall and winter on the same evenings as Kindergarten-Grade 5. Registration for conferences is online at PTCFast.com. Parents will be notified when the registration is open.

Dates for these conferences for 2022-2023 are:

- Student Interview & Assessment Conferences:
Thursday, September 1 & Tuesday, September 6, 2022
- Fall Conferences: Thursday, November 17 & Monday, November 21, 2022
- Winter Conferences: Thursday, January 26, 2023
- **Announcements/Monthly Calendar**- Announcements of general interest and monthly calendars will be emailed out and paper copies can be sent home if requested.
- **Student Notebook**- A student notebook will stay in your child's backpack for notes and general communication between teacher and parent. Please make sure to check this daily.

5. Tuition/Billing

Tuition is due monthly. You have the option of making your monthly payment in one or two payments. The one payment choice is due on the first of each month. If you choose to make two payments, payments are due on the first and 15th of the month.

A tuition contract will be signed in the beginning of the year indicating responsibility for tuition. Failure to comply with regulations may result in loss of preschool enrollment.

6. Lunch/Snack

We will have an afternoon snack and ask parents to provide snack contributions throughout the year (examples: cereal, crackers, fruit snacks). Notes will be sent out when we will need to replenish our snack supply.

Students have the option of bringing their own lunch or participating in the school lunch program. If they participate in the school lunch program, parents will need to make meal payments in the elementary school office.

School Funding Opportunity Application: Breakfast and lunch meals are available at a reduced price or free to students whose families meet the income guidelines established by the USDA. The Minnesota Department of Education monitors the Food Service program. If you feel your family might qualify for this benefit, please contact Hayfield Elementary Office at (507) 671-1518 for an application. The information is confidential, and students who receive the benefits are not identified. You may apply at any time during the school year. In the operation of child nutrition programs, no child will be discriminated against because of race, gender, color, national origin, age, or disability. If you are on the free/reduced program and your income changes during the school year, we ask you to complete a new application form.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:05am-8:25am	Breakfast/Arrival/Free Play	Breakfast/Arrival/Free Play	Breakfast/Arrival/Free Play	Breakfast/Arrival/Free Play	Breakfast/Arrival/Free Play
8:25am-8:35am	Attendance/Pledge/Lunch	Attendance/Pledge/Lunch	Attendance/Pledge/Lunch	Attendance/Pledge/Lunch	Attendance/Pledge/Lunch
8:35am-8:50am	Gym	Gym	Gym	Gym	Gym
8:50am-9:10am	Circle Time/Calendar	Circle Time/Calendar	Circle Time/Calendar	Circle Time/Calendar	Circle Time/Calendar
9:10am-9:30am	Science	Science	Share time	Science	Science
9:30am-10:00am	Reading/Writing	Reading/Writing	Reading/Writing	Reading/Writing	Reading/Writing
10:00am-10:20am	Library	Music	Library-checkout	Music	Free Play
10:20am-10:45am	Recess	Recess	Recess	Recess	Recess
10:50am-11:20am	Lunch	Lunch	Lunch	Lunch	Lunch
11:20am-12:00pm	Quiet Time	Quiet Time	Quiet Time	Quiet Time	Quiet Time
12:10pm-12:30pm	Gym	Gym	Gym	Gym	Gym
12:30pm-1:30pm	Centers	Centers	Centers	Centers	Centers
1:30pm-2:00pm	Snack/free play	Snack/free play	Snack/free play	Snack/free play	Snack/free play
2:00pm-2:25pm	Math Time	Math Time	Math Time	Math Time	Math Time
2:25pm-2:45pm	Music	Music	Music	Music	Music
2:50pm-2:55pm	Dismissal/Goodbyes	Dismissal/Goodbyes	Dismissal/Goodbyes	Dismissal/Goodbyes	Dismissal/Goodbyes

Students will be given rest time during the day to ensure they are able to have energy to participate in other activities.

7. Clothing

Clothing for your preschooler should be simple, comfortable, washable and easy for your child to manage. Your child should be able to participate in all preschool activities. Smocks for painting are supplied by the school but are not 100% effective.

Please have your child wear appropriate warm clothing according to weather. Closed toed shoes are required for playground play so feet are protected. Students will go outside for recess when the temperature or wind chill is warmer than -10 degrees.

8. Medication

Illness: A child should not come to school (and will be sent home from school) if they have or have had the following symptoms: A fever of 100 degrees F or more in the past 24 hours; vomiting or diarrhea in the past 24 hours; an undiagnosed skin rash, or untreated head lice. In the event your son/daughter becomes ill and needs to be taken home, you will be contacted. It is the parent's responsibility to make the necessary arrangements for their child to be picked up. Parents must always report to the elementary office when picking up your child. Your child will report to the office for pick up.

Taking Medicine in School: For the safety of students, it is recommended that medication be given at home whenever possible. For example, medication prescribed three times a day can be given before school, after school, and at bedtime. If medication must be given during school hours, we want you to be aware of the following school medication policy: School personnel can only give medication (prescription and over-the-counter like Tylenol) with the written order of a health care provider and the written consent of a parent/guardian. You may get a copy of the medication consent form from the school health office or the school website. All medicine must be in the original pharmacy containers.

9. Transportation

Transportation maybe worked out personally with family or friends. Parents also have the regular school bus routes as an option for transporting their preschooler to school. Preschoolers riding the regular bus routes will be put in the front of the bus for closer supervision. If the preschooler has an older sibling on the bus, we encourage the sibling to sit with the preschooler for guidance.

10. Attendance

Regular Attendance in the preschool program is very important for the child to become comfortable with a regular and consistent schedule.

Parent/Guardian attitude toward excellent school attendance is probably the most significant factor in the student's attendance. An attempt should be made to limit absences and avoid unnecessary absences. Parents/guardians are required to notify the school office via note, email or telephone call prior to 8:30 A.M. on or before the day their child will be absent for any reason.

The school voice mail is open 24 hours per day. The phone numbers or emails are:
Hayfield Elementary School - 507-477-3235 or email: rieketa@hayfield.k12.mn.us

Excused Absences

The following reasons constitute excused absences from regular attendance at school:

1. Illness

2. Serious illness in student's immediate family
3. A death in student's immediate family or a close friend or relative
4. Medical or dental treatment (to be arranged outside of school time whenever possible)
5. Vacation with family (must be arranged through office before leaving)
6. Physical emergency conditions such as fire, flood, storm, etc.
7. Official school field trip or outing
8. Removal of student pursuant to a suspension
9. Any other absence deemed excusable by the administration

Unexcused Absences

A referral is made to Dodge or Mower County upon the third (3rd) unexcused absence.

Some examples of possible unexcused absences are:

1. Leaving school without permission
2. Haircuts or beauty shop appointments
3. Visiting friends or relatives (unless prearranged)
4. Hunting or fishing, unless on a prearranged family vacation
5. Missed bus or ride
6. Oversleeping
7. Unexplained personal reasons or personal business
8. Failure to check in and out of school
9. Plays, movies, recreational activities that are for entertainment.

In the case of excessive tardiness and/or absences, parents may receive a letter notifying them of the issue. The letter outlines future consequences if the tardy/attendance issue continues.