

# **Beatrice Community Preschool Parent Handbook**



**Beatrice Community Preschool  
Striving to be among the  
best!**

# Beatrice Public Schools

## Mission

***STRIVING TO BE AMONG THE BEST IN THE NATION!***

The Mission of the Beatrice Public Schools, a collaborative partnership of students, staff, families and community, is to guarantee all students achieve academic excellence and develop responsible citizenship by providing aligned, rigorous curriculum and high-quality instruction that utilizes 21<sup>st</sup> Century tools in a system that is measurably among the best in the nation.

## **Beatrice Community Preschool Philosophy and Practices**

The Beatrice Community Preschool (BCP) has been created through collaboration between Beatrice Public Schools and Blue Valley Community Action/Head Start. This inclusive preschool program serves children of all races, ethnicities, and abilities whose parents desire a hands-on preschool experience for their child. Our mission is to provide children with a high quality preschool experience in a positive and nurturing environment that serves as the first step to help your child grow into a life-long learner and responsible citizen.

# Beatrice Community Preschool

## Who may attend?

ALL children that are 3 by July 31st and continue until they are eligible for kindergarten, when the child is 5 years old on or before July 31st.

\*Children who are eligible for kindergarten may not attend Beatrice Community Preschool

## Where is Beatrice Community Preschool?

All sessions of preschool are held at Beatrice Community Preschool, which is located at 201 Cedar Street.

## When is preschool?

Classes are held half a day and full day, four days per week (Monday, Tuesday, Thursday and Friday) for a minimum of 450 hours over the school year.

## What will my child learn?

Beatrice Community Preschool uses a curriculum that is aligned with Teaching Strategies GOLD, an authentic measure that uses daily observations of children, that is used to guide student learning. Learning targets were developed to match GOLD objectives. Our curriculum is developmentally appropriate and addresses all areas of development. It is aligned with the standards for learning set by Beatrice Public Schools, the Nebraska Early Learning Guidelines and the State of Nebraska. Every child will have daily opportunities to grow in all areas including: social-emotional, physical, language, cognitive, literacy, mathematics, science and technology, social studies, and the arts. All of this learning will be done through a hands-on, play based approach.

## What services are provided at Beatrice Community Preschool?

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 two teacher's aides and other support staff which includes but is not limited to director, supervisors, school principals, other special education providers, full-time speech language pathologist, occupational therapist, physical therapist, a teacher of the visually impaired, a deaf educator and a full-time school psychologist.



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**ABSENCES**—If your child is absent or ill, please call 402-223-1585, and inform us of your child’s absence and the reason for it. The secretary at this number will let your child’s teacher know if he/she will be gone. This is for your child’s safety. If a student must leave early for a doctor’s appointment, please report to the office to sign him/her out and the secretary will have your child brought 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.

If your child is a bus rider, please also contact the bus to let them know your child will not be riding.

## ARRIVAL AND DEPARTURE TIMES

4 Year Old All Day	4 Year Old Half Day	3 Year Old Morning	3 Year Old Afternoon
8:15-3:15	12:00-3:15	8:15-11:30	12:00-3:15

**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. Parent/guardians should notify the school before or as early as possible on the morning of the child’s absence or late arrival.



**BIRTHDAY**—Birthdays are special occasions for young children. We will do special, in class, celebrations for each child on his/her birthday. Party invitations and/or treats will not be allowed to be handed out in school.

**BIRTH CERTIFICATES**—A copy of all children’s birth certificates, with the raised seal, must be turned into the preschool office. A child’s birth certificate can be ordered from the Department of Health and Human Services, if you do not have one. You can visit this site:

[http://dhhs.ne.gov/publichealth/pages/ced\\_bicert.aspx](http://dhhs.ne.gov/publichealth/pages/ced_bicert.aspx) or call 402-471-2871.

**BREAKFAST**—A school breakfast is served every morning for the morning and all day sessions of preschool. The students may charge their breakfast to their meal accounts. The breakfast menu will be handed out by teachers, through their newsletter, or is posted on the district website. All breakfasts will contain juice and milk. Pricing will be posted online and at the beginning of the year. Students may opt out of breakfast, or bring breakfast from home, but will still be required to sit at the table with the rest of the students, as meal time is a wonderful time to build communication skills.

**BUSSING**—Bussing will be offered to all students that live within the city limits. Here are some procedures we would like followed for families with students riding the bus:

- Parents are required to walk their student to the bus and pick them up from the bus door.
  - No student will be allowed to get off the bus without an adult to meet their child at the bus door.
  - Para educators are not to get off the bus, for the safety of all the students.
- All children that receive special education services will have access to bussing.



**CALENDAR**—A calendar has been developed that has all of the important dates for preschool. The calendar can also be found on the Beatrice Public Schools website.

**CONFERENCES**—Parent-Teacher conferences are held twice a year. Conferences are held in late September and early February. The school will send home notes 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.



**DISCIPLINE**—Our school is a small community where teamwork and good relationships are expected. We will spend time learning class procedures and practicing them. Each student 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 companions through specific directions, positive reinforcement, suggested new activities and responsible actions.

We will talk about what expectations are within the classroom and then use positive behavior interactions to help learn and follow those expectations.

**DISMISSAL**—If your child is not picked up after class had dismissed, efforts will be made to contact the parent, or emergency contacts. If no one can be reached the police/authorities may be contacted to assist with the situation. Students 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.**



**E-MAIL**-You can contact your child's teacher via their email address: (first initial)(last name)@bpsnebr.org. Email is checked on a daily basis. If you need to discuss something urgently, please call the school or send a note.

**EMERGENCY INFORMATION PAPER**-Please complete and return the emergency paper promptly (if you did not complete it during registration). **If your home or work phone number changes, or your contact number change, PLEASE inform the office as soon as**

**possible so you can be located quickly if an emergency occurs.**

**EMERGENCY CLOSINGS**-If schools are closed for a snow day or any emergency you can call the school closing hotline at 402-223-1555. Radio station News Channel Nebraska (1450) or the local TV stations (Channel 8 or 11) will make an announcement, generally by 7:00 A.M. Parents will also receive a ConnectEd call to inform you of any situation, please listen carefully to the entire message.



**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 preschoolers 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**—Home visits are a state requirement for the program. These visits will be in August and one 2<sup>nd</sup> semester.

- conversations.
- **Family activities**—flyers will be sent home throughout the year to inform you of family activities that will happen at school.
- **Early Childhood Advisory Committee (Preschool PTO)**-a group of parent collaborate with preschool staff and community providers that meet together and discuss current preschool happenings and events that are relevant to BCP.

**FIRE DRILLS**—Fire drills are held on a monthly basis throughout the year. All students 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.

**FOOD ALLERGY**-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 or meals, a doctor’s note is required stating the allergy or dietary requirement. If there will be food substitutions, required by the school, please pick up a form at the office to be completed by your family physician.



**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 student 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 Beatrice Public Schools to share your child’s health conditions with school staff without prior written consent you must notify the building principal or his/her designee.

In order to insure the safety and health of our children and staff, children or adults who have any of the following conditions will be excluded from the preschool or a socialization until either the condition subsides, or we receive communication from the individual’s medical provider stating that they are no longer contagious. Below is a list of conditions that may result in exclusion:

- Fever—Students who have been absent due to an illness are to be **fever-free for twenty-four (24) hours without the aid of medication before returning to school.**
- Accident/Injury—In the case of an accident during school, the student’s parents or guardian will be notified.
- Temperature over 100°
- A painful, red throat, even if no fever is present
- A deep, hacking cough
- Difficulty breathing or untreated wheezing
- An unexplained rash
- Vomiting (within the last 24 hours)
- Diarrhea (running, watery or bloody stools)
- Complaints of a stiff neck **and** headache with one or more of the above symptoms
- Thick green drainage from the nose along with sinus pressure, fever or tiredness.
- Yellow discharge from eyes

- Unusual yellow colorings to the skin or eyes
- Cuts or opening on the skin that are pus-filled or oozing (bring a note from doctor and keep sores covered)
- Head Lice (Pediculosis)
  - **Exclusion**—Students with head lice are excluded from school until treated and nit-free. The parents or guardian is notified of the need for treatment, and advised to check other family members for pediculosis (lice). The school nurse and/or building principal or secretary must make certain the parent/guardian understands proper treatment for the affected child and control measures necessary to curb and outbreak in the home. Treatment or prevention counseling includes written instructions given to the parent/guardian.
  - Readmission—Readmission to school is dependent upon completion and verification of treatment with FDA approved pediculicide. Evidence of treatment include:
    - No visible signs of lice or nits
    - Clean hair and scalp
    - The louse shampoo label or a note from the physician stating the treatment used
    - A verified repeat treatment is needed 7-10 days following the initial treatment
- A contagious disease

Parents who feel their child is too ill to participate in outdoor activities should be advised by staff to keep them home an extra day to insure a complete recovery. If a chronic healthy condition limits participation in outdoor activities, a note from medical partner must be provided. If staff is unsure about a child's condition or a child is brought in to the site that they suspect is ill, they should first discuss the issue with the parent.

**Home Visits**—Teachers will visit every family at their home, or agreed upon location, two (2) times during the school year. These visits will happen in August and during 2<sup>nd</sup> semester. During these visits, teachers are getting to know you and your family. This is a great time to bridge the home/school connection. Home visits are a requirement component our preschool program according to Nebraska Rule 11.



**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. PLEASE SEE HEALTH ISSUES LISTED ABLVE!

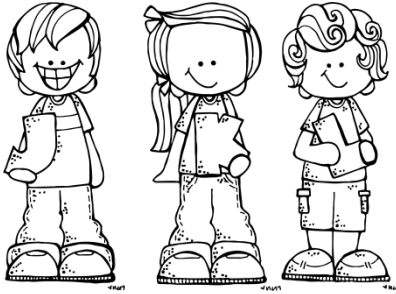
**IMMUNIZATIONS**—Children in Nebraska may only enroll in and attend school if they are protected against communicable diseases and conditions such as measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus, by immunization prior to enrollment (Revised Statute, Chapter 79-217). The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

- 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 (chicken pox) 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).

**INJURY REPORT**—When there is an injury, a scrap, bump, etc., an “Boo, Boo Report” will be sent home to let you know what happened. If you have questions about the report, please contact the child’s teacher.



**LABEL**—Please make sure that everything you send to school has your child’s name on it. Please make sure that backpacks, coats, jackets, gloves, and sweatshirts have your child’s name somewhere on it. We end up with a lot of “extras” each year.

**LUNCH**—Lunch will be served to the afternoon and all day session at the preschool. Preschool children are charged for lunch meals only if they eat a meal. Children may bring a sack lunch from home. Students cannot have lunch delivered or brought in from an outside restaurant. The lunch menu will be sent home each week, at the beginning of each month and can be found at [www.beatricepublicschools.org](http://www.beatricepublicschools.org).

**LUNCH/BREAKFAST MONEY**—Your child needs to have a positive lunch account. If you need to send money to school, please send it in an envelope with your child’s name written clearly on the front. Checks should be made out to “Beatrice Public Schools.” Please write your child’s name at the bottom of your check. If you are sending money for more than one child, please write each child’s name and the amount you want to put into each account. Have your child give the envelope to his/her teacher. Preschool children are charged for meals not snacks.

\*If you are interested in applying for free or reduced meals, an application is available upon request.



**MANDATORY REPORTERS**—The law requires that every member on staff at Beatrice Community Preschool reports 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.

**MEALS**—Beatrice Public Schools will provide nutritionally-balanced meals/snacks for children during the preschool session. All day students will be provided breakfast, lunch and a snack before leaving. The morning session will provide breakfast after arrival and a snack before departure. The afternoon session will provide lunch after arrival and a snack before departure. Snacks are provided at no cost. Preschool children are charged for meals only if they eat a meal, according to meal eligibility.

**MEDICATIONS**—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. These products will be used at the discretion of the school.

nurse or other trained personnel. If your child needs a medication, prescribed by a doctor, a form will have to be filled out at the office.

**MODIFIED DAY**—We strive to make sure that all children feel comfortable at Beatrice Community Preschool. If a child is having a hard time adjusting to the all day schedule, we can modify his/her day until he/she is comfortable in the new surroundings. In order to hold his/her spot in the full day program, we ask that this modification is back to a full day by November 1<sup>st</sup>. If an all day option is not the right fit for the child, we can offer the half day classroom.



**NEWSLETTER**—Newsletters will be sent home once a week to keep families informed about what is happening in our preschool. This newsletter will cover items that happened during the week of preschool as well as a look into the following week. Each week, the learning targets will also be included. The newsletter is a great place to get conversation starters to help your child discuss what happened at school each day.



**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!

**OUTSIDE**—Students will go outside as long as the weather is appropriate for outdoor play. Please make sure your child has appropriate clothing for cold and warm weather play (coats, ear/head covering, mitten or gloves, and boots when necessary).



**PAYMENT**—Beatrice Community Preschool will offer enrollment to children according to the following tuition guidelines (sliding scale):

**TUITION PER MONTH**

Special Education (IEP)	No Cost
Head Start Family & Free Meal Eligibility	No Cost
Reduced Meal Eligibility	\$20/month for 1/2 day
	\$40/month for full day
Full Pay Meal Program Eligibility	\$40/month for ½ day
	\$80/month for full day

Parents/guardians will be expected to pay by the first of each month. If payment is not received, by the 15<sup>th</sup> of the month you will receive a late notice. If paying by check please make it out to “Beatrice Public Schools.” Please include the child’s name, and mail or deliver to:

**Beatrice Community Preschool  
201 Cedar  
Beatrice, NE 68310**

If tuition is not received in a timely manner, a letter requesting payment will be mailed to families. Failure to remit payment for program tuition may result in discontinued enrollment, unless extenuating circumstances are discussed with the Program Director. Families with unpaid balances may be turned over to collections.

**PICTURES**—Beatrice Public Schools 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.

**PRESCRIPTION MEDICATIONS**—The administration of medication at school is strongly discouraged except when necessary for the students health or education. The dosage intervals of many medications can be adjusted so the time 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 5415)

- 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:
  - a. 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).
  - b. 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 student must take non-prescription medication during school, procedure above is to followed before administration, and the medication must be provided in its original container.
- C. **Authorization**—Medication authorizations must be renewed annually and updated immediately as changes occur.



**QUALITY PRESCHOOL EXPERIENCE**—Beatrice Community Preschool strives to be the best. We ensure our quality program by following State of Nebraska guidelines as well as Head Start programs and regulations such as:

**Using Creative Curriculum**—a curriculum that is developmentally-appropriate and addresses all areas of development.

**Early Childhood Environmental Rating Scale**—to ensure our rooms are set up for the best possible learning environment.

**Classroom Assessment Scoring System**—to ensure positive, meaningful interactions between staff and students.

Measure child outcomes with **Teaching Strategies GOLD**—an authentic measure that uses daily observations of children to plan for instruction.

**QUESTIONS**—We want to make sure that you have a positive year at Beatrice Community Preschool If you have any questions, or concerns, please feel free to contact us at Beatrice Community Preschool 402-223-1585 or Head Start at 402-223-6035.



**RECESS**—The children will play outdoors for at least 30 minutes during their day, unless it is bad weather. Please keep this in mind when helping your child select clothing for the day.

**RESTROOMS**—We have restrooms in/near the classrooms. We encourage children to use the restroom and have adults in the room remind children as well. If your child is not potty trained we ask that they only come to school in pull-ups. Please continue to work on restroom skills: flushing the toilet, getting dressed and washing hands.

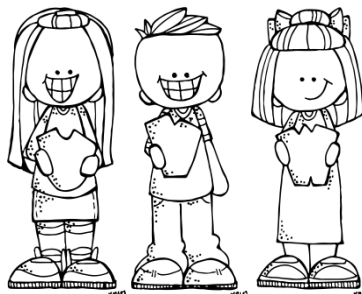


**SNACK**—Children will get a snack before they leave school each day. The snack is free of charge and it will be a healthy nutritious snack from two food groups.

**SUPPLIES**—Special requests may be made by the classroom teacher for special projects (milk jugs, paper towel tubes, tec.). If you cannot help with these projects, that does not reflect or affect your child at preschool.



**TIME IN CLASSROOM**—We enjoy having parents/guardians and other family members in our classrooms. We ask that you schedule the visit with the teacher at least a day prior and you keep the visit to 30 minutes, unless otherwise approved by the Preschool Director.



## **EXTRA POLICIES**

### **HARASSMENT/BULLYING POLICY**

One of the missions of Beatrice Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is a behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g., teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the other’s property.

“Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. All bullying and harassment are prohibited.

Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal/Director so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

### **NOTICE OF NONDISCRIMINATION**

NOTICE OF NONDISCRIMINATION - Beatrice Public Schools District 15 does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission or access to, or treatment of employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. If you feel you have been discriminated against, or have inquiries regarding grievance activities or compliance with Title IX, Title VI or Section 504, contact the Superintendent of Schools, Jason Alexander, Beatrice Public Schools, 320 North Fifth Street, Beatrice, NE 68310 (402)223-1500.

A complete policy translation of the aforementioned and other language translations can be obtained from the Superintendent of Schools, Jason Alexander, Beatrice Public Schools, 320 North 5th Street, Beatrice, NE 68310.

### **COMPLAINT PROCEDURES**

Students (or parents on behalf of a student) 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. If not satisfied with the superintendent of schools' response, the complainant should submit a written request for a board hearing on the grievance to the president of the board of education within ten (10) school days of receiving the superintendent of schools' response.
4. The board of education 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 of education 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 of education will conclude the grievance procedure.

If the grievance procedures should occur or extend into a period of time that school would not be in session any reference to "days" will refer to week days, Monday through Friday, excluding holidays. If a principal or the superintendent of the schools is the focus of the initial grievance, the procedure should be initiated at

the next higher step. If a board of education policy is the focus of the grievance, the procedures should be initiated with the superintendent of schools.

Students or employees may be represented by advocates or legal counsel at any or all steps of the grievance procedure, and they may have access to school records or documents that are not otherwise protected by privacy statutes.

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
  - (2) Fax: (202) 690-7442; or
  - (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)
- This institution is an equal opportunity provider.

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

Please read this handbook. If you have any questions, please call (402) 223-1585.

Please sign below and return to school.

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I hereby acknowledge with my signature that \_\_\_\_\_  
(Student's Name)

Received the procedures and regulations outlines in this Beatrice Community Preschool Handbook, and

that I, \_\_\_\_\_ have read and understand them.  
(Parent/Guardian Name)

---

(Parent/Guardian Signature)

---

(Date)

**PLEASE SIGN AND RETURN**