Preschool Handbook

2026-2027

Sargent Public Schools

400 N 5th Street, Sargent, NE 68874

(308) 527-4119

SARGENT Public Schools

SARGENT PUBLIC SCHOOLS MISSION STATEMENT

Committed to providing an education to prepare students to be productive and thrive in tomorrow's world.

SARGENT PUBLIC SCHOOLS PRESCHOOL STATEMENT

At Sargent Public Preschool, we foster a safe, nurturing, and inclusive environment designed to spark joy and curiosity through hands-on discovery, play, and creative exploration.

PRESCHOOL ENTRANCE REQUIREMENTS

Nebraska State Law requires that a child be three years of age before July 31st. The child's certified birth certificate must typically be presented to the school at the time of enrollment as proof of age and legal name. Prior to entering school, All children must present a birth certificate as well as immunization records within the first 30 days of enrollment.



WELCOME LETTER

Welcome to Sargent Public Schools Preschool! We are excited to have you and your child join our program. This handbook aims to address some of your inquiries while providing an overview of our policies and procedures. If you have any questions or concerns, please don't hesitate to reach out to Corinne Sybrant at any time. We can't wait to see your child thrive this year!!

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EARLY CHILDHOOD STAFF

Mrs. Corinne Sybrant	Preschool Teacher
Mrs. Kelly Vincent	Paraprofessional
Mrs. Lena Peterson	Speech pathologist
Mrs. Lisa Beran	Occupational Therapist
Mrs. Allison Chelewski	Physical Therapist
Mr. Teagan Suey	Visual impairment and mobility specialist
Mrs. Bobbi Kirkpatrick	Visual impairment specialist
Mrs. Linda Finney	Nurse
Mr. Jamie Slingsby	Principal PK-12
Mr. Byron Olsen	Superintendent

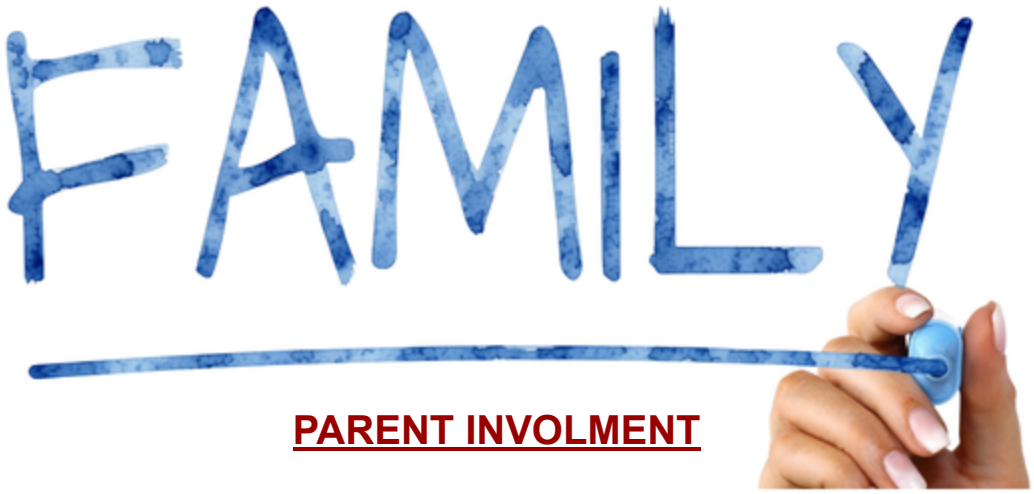
Preschool Enrollment Priorities

Applications for preschool will open the first week in May and will be accepted up until the beginning of July 31st. If your application is received after the due date, there is a chance your child will be placed on a waiting list. Children will only be going on the waitlist if both morning and afternoon sections are full. Families will be notified of their child will need to be put on the waiting list.

if their child has been accepted. Applications can always be found on the Sargent School website under the preschool section.

Enrollment priorities have been set by the district and prioritized based upon a variety of factors outlined in the Nebraska Department of Education Rule 11 and Rule 51 guidelines. Children meeting the following enrollment criteria will be considered for acceptance depending on available openings in the classroom. **Enrollment Criteria**

1st Priority	4 yr. Olds on Individual Education Plans **(determined by the IEP team)** who reside in the district.
2nd Priority	3yr. Old on Individual Education Plans **(determined by the IEP team)** who reside in the district.
3rd Priority	3 yr olds and 4 yr olds who reside in the district
4th Priority	3 yr olds and 4 yr old siblings of current students (option paperwork required)
5th Priority	Resident preschool students who turn 5 between January 1st to July 31st ● June- July birthdate ● April-May birthdate ● January-March birthdate ● 5 yr. Olds on an IEP (Determined by the IEP team)
6th Priority	3 yr and 4yr old option students (optoin paperwork required)
*Children who turn 6 before January 1st will not be eligible to attend preschool.	



PARENT INVOLMENT

Welcome to our preschool family! We view parent involvement not just as an added bonus, but as an essential part of our educational community. Your presence, unique perspectives, and active participation enrich our classrooms and build a vibrant, supportive environment where every child feels loved and encouraged. Whether it's volunteering in the classroom, attending school events, or engaging in daily conversations about learning, your active involvement helps foster confidence, curiosity, and success in young learners.

Ways to Get Involved:

- Serve as a guest reader or read to your child at night
- Share your expertise on a specific topic or theme (reach out to the teacher to make arrangements)
- Volunteer to help with classroom activities/parties
- Donate items (for example hats, mittens, boots, and coats, classroom supplies & toys from our wish list or some your are looking to donate)

We encourage open communication between parents and staff through



- Daily communication- class dojo
- Monthly preschool newsletters
- Home visits
- GOLD family reports
- Student folders and bags.

Parent procedure for handling concerns

Parent	Preschool teacher	Principal	Superintendent

Arrival and Departure

Children are expected to arrive at school each scheduled day on time. Arriving late to school impacts children's learning and disrupts the educational process. Please make sure that your child is dropped off and picked up on time. To be respectful of our time, be on time for pickup, as we only have 10 minutes to reset the classroom between classes. We do not offer before- and after-school care.

Please make sure your child and children are in their appropriate seating and buckled up before you leave school and home. Please notify the classroom teacher if your child will be picked up by anyone other than what is listed on their preschool registration forms.

Separation during Drop-off:

It is common for children to experience challenges when parting from their parents. When you drop off your child, please comfort them by assuring them that you will return, and then depart. Prolonging your stay may make the separation harder, If you're feeling anxious and would like an update on your child we will happily do so to help with their transition into the classroom.

Morning Preschool:

Students who are of the age of three years old on or before July 31st are welcome to attend. This is a half-day program. **Schedule** 7:45 am - 11:30 am Monday, Tuesday, Wednesday, Thursday

Afternoon Preschool:

Students who are of the age of four years old on or before July 31st are welcome to attend. This is a half-day program.

Schedule 11:40 am - 3:25 am Monday, Tuesday, Wednesday, Thursday

Reporting Absences and Tardiness:

A written excuse or telephone call from the parent/guardian is required or **ANY** absence. Please call the school and message your classroom teacher prior to the beginning of the school day that your child will be gone from school.

All preschool age children should be in the classroom no later than the following times or they will be considered tardy. Please notify the teacher and school of any late arrivals or early departures.

- AM preschool - 8:00 am
- PM preschool - 12:00 pm

DAILY ROUTINE

AM Preschool		PM preschool
7:45 AM	Arrival - Table activities	11:40 AM
	Morning Meeting	
	Breakfast/Lunch	
	Large Group	
	Centers (small group) Clean up 5-10 minutes	
	Snack/Music/Movement	
	Outdoor Play	
11:30 AM	Dismissal	3:25 PM



School Supplies:

We ask that parents provide:

- A complete change of clothes to be kept at school
    - Accidents (such as not making it to the bathroom on time, becoming ill, or spilling paint) are going to happen during preschool. Please provide a change of clothes for your child to wear in case he/she has an accident. If your child does not have a change of clothing, we will use some in the room and you will have to wash and return them the next day with an extra set of clothes from home.
- Diapers, pull-ups if your child is not toilet trained
- A standard-sized backpack
- Waterbottle to keep at school
- School supplies on the school supply list



Transportation

Students may ride a bus to and from school if they live outside the city limits. Please make arrangements for riding the bus with the school. If there is a change in transportation or if your child will be gone that day make sure the bus driver and school know.

School Breakfast, Lunch & snack

Students in the morning preschool will receive breakfast at school as a group. Students in the afternoon preschool will receive lunch at school as a group. If your child would like to bring their own lunch they are welcome to. If there are any dietary restrictions please notify the school teacher and fill out the appropriate forms for the school.

Payments may be deposited into your child's account any day of the week. Children are welcome to get seconds on any breakfast with permission from parents. You will be notified when your balance is of concern.

Student meal prices are set annually by the Board of Education

Breakfast - $2	seconds $.75 main dish
Lunch - $3.10	seconds $.75 main dish

All families are encouraged to complete the free and reduced lunch application form. Some families may qualify to receive free or reduced-price meals for their children. Free/reduced lunch application forms are available in the school office and in the first newsletter of the school year.

Students of both classes are supplied with a healthy snack before outdoor play.

Clothing

Please ensure your child comes to school wearing comfortable, washable clothing and footwear suitable for varying weather conditions. We encourage independence with eating and “messy” activities (i.e. painting), so make sure that clothes are washer-friendly for when spills occur.

Since children play outside every day, it's important to dress them warmly on cooler days. If you wish for your child to use sunscreen or bug spray, kindly apply it at home prior to their arrival at school.



We suggest putting mittens/gloves, warm hats, as well as some protective footwear for outdoor time during the winter months. Children are also encouraged to wear snow pants so they can explore the snow. Your child will not be allowed to walk in the snow without protective footwear and will not be allowed to sit, lay, or roll around in the snow without snow pants and coats.

Communication

To best reach the teacher you may message on the class dojo app. Mrs. Sybrant will get back to you as soon as she can. Weekly folders will go home every Thursday. Please check these weekly as most information will be sent home this way. Please send the folder back to school each week. Please be sure to check your child’s backpack weekly.



Personal Possessions or Belongings

Please put your child’s name on any personal belongings brought to the preschool (waterbottles, bookbags, jackets, snowboots, etc.) . The preschool will not be responsible for any lost items. Water bottles left at school are washed at the end of the week.

PLEASE DO NOT SEND TOYS OR PERSONAL ITEMS TO SCHOOL WITH YOUR CHILD UNLESS THEY ARE ASKED TO BRING THEM FOR A SPECIAL OCCASION OR REASON.

Damages to school property

Students and their parents or guardians will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which was placed in the care of and lost by the student.

Birthday Celebrations

We Encourage parents to celebrate their child's birthday at school. Teachers are happy to accept a treat, a healthy snack, and/or other simple refreshments from home. Please ensure that parents coordinate with classroom teachers in advance regarding any treats brought to school. Children will possibly be sent home with other birthday goodies from the day.

Parent/Teacher Conferences and Home Visits

Home visits are completed for all preschoolers in August and at the end of the year in April. This enables parents and students to meet their teacher in their home environment. Home visits include a review of the preschooler's academic progress, social adjustment, and general well-being, as well as other school-related topics. If you feel your child is having a problem with school at any time, please arrange a meeting with the teacher or reach out to the teacher with any questions or concerns.

Parent/Teacher conferences will not be scheduled but you may come into the school during scheduled conference times to discuss your child or any concerns you may have.

School Closings

There will be occasions when the school district remains open, but Preschool will not operate. Information regarding this will be communicated through radio and television stations, posted on the school website, and sent out via our ADT security notification system. If you do not receive an ADT alert through phone or email, please inform the office.

If Sargent Public Schools has a late start -

- **No Morning Preschool** will be held that day but may be made up (if needed) Afternoon preschool will run according to plan.

If Sargent Public School is closed -

- **No Preschool** will be held

If Sargent Public School has a 2:30 out -

- Preschool will run accordingly to schedule with afternoon preschool getting out at 2:30 with the rest of the school.

If Sargent Public School has a 1:00 out -

- **No Preschool** will be held

Immunizations

It is essential to have your child's immunization record on file prior to their attendance in class

Illness

Children thrive in their learning when they are feeling healthy and can engage fully in school activities. All children should refrain from attending class if any of the following symptoms are present, as they may suggest a contagious condition or infectious disease:

- Fever (100 degrees Fahrenheit or higher), vomiting, or diarrhea
- Rashes, impetigo, ringworm, etc.
- Red, swollen eyes
- Itchy scalp (nits or head lice)
- Sore throat, chills, or unexplained fatigue.



If your child falls ill while at school parents and/or emergency contacts will be notified and requested to pick them up as soon as possible. The teacher will remind that the **24-hour rule** is in effect. **Please call the office if your child will be staying home due to illness.**

24 hour rule

Children must be symptom-free for 24 hours, without the aid of fever-reducing medication, prior to returning to school. Those on antibiotics, antifungal, or other infection-related medications should have been on the treatment for at least 24 hours before returning.

Medication

Medication should ideally be administered by the parent at home whenever possible.
If administration at school is necessary, please adhere to the following step:

- Provide written permission that includes the child's name, the medication name, the dosage, instructions on how and when to administer it, along with the parent or guardian's signature and date.
- Deliver the medication directly to the preschool teacher or the office staff.
- Ensure that the medication is in its original container with pharmacy directions clearly labeled, including the child's name, the doctor's name, and the current date.

******Parents will be notified when there is a confirmed contagious condition that is to be reported to the State Health Department. Information regarding contagious conditions or other health information may be sent home.**

Injury



In the event of an illness or injury at school, staff members are authorized to provide first aid treatment, and parents will be notified.

If an Injury or illness is deemed to require urgent medical attention, staff will contact 911 for emergency assistance if needed. Parents will be notified in this case.



Emergency Drills

Regular emergency drills for fire and tornado situations are held throughout the year. Participation in these drills is mandatory for all students, staff, and visitors.

Confidentiality Policy

All staff members must adhere to confidentiality protocols regarding all children. This means that your child's classroom staff can only respond to inquiries specifically related to your child.

Disclaimer

The contents of this handbook and the information do not constitute an irrevocable contractual commitment to the students. They only reflect the current status of the rules and policies. Any questions or uncertainty should be communicated to a school staff member in advance to seek clarification.

Child and Program Outcomes

Each public school preschool in Nebraska is required to participate in both child and program outcomes. Teaching Strategies GOLD is an observation based assessment tool used to gather documentation of each student as they learn, providing child outcomes data. The teacher uses this information to plan experiences and activities to further each child's learning.

Preschool Advisory Committee

A preschool advisory committee meets four times a year to share information and collaborate with community partners, families and educators. The committee membership includes: school district, childcare and parents. The advisory committee falls under the Open Meetings Act.(If this is something you would like to be a part of please let Mrs. Sybrant know, and she will keep you informed and included in this process.)

Curriculum

Our preschool curriculum is thoughtfully chosen to align with the Nebraska Early Learning Guidelines. We utilize comprehensive programs—including *Three Cheers for Pre-K*, *Lively Letters*, *Heggerty*, and *GOLD standards*—to support each child's social emotional, cognitive, physical, and academic development, ensuring they build a strong foundation for lifelong learning.

GOLD

Teaching Strategies GOLD is an authentic, observation-based assessment system designed for children from birth through kindergarten. Rather than taking a traditional paper-and-pencil test, children are evaluated naturally during their daily classroom activities, play, and routines.

We Evaluate social-emotional, language, physical, cognitive, literacy, and mathematics looking at 23 different objectives for learning and development. This can be found at

Sargent Public Preschool
Parent-Student Consent Form

This signed receipt acknowledges that I am aware that the Parent Student Handbook of Sargent Public Preschool is available on the school website, if necessary a hard copy can be obtained from the school office. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules.

By signing below, I acknowledge that I have reviewed the Sargent Public Preschool Student-Parent Handbook and consent to the following:

- The creation and maintenance of a Google Workspace for Education account for my child and the collection, use, and disclosure of information as necessary for educational purposes.
- My child's participation in school-sponsored field trips during the school year.
- The use of my child's photograph, video, or likeness in school publications, the yearbook, district communications, website content, social media, and other media outlets approved by Sargent Public Schools.

I understand that these permissions remain in effect for the current school year unless otherwise revoked in writing and approved by the school district.

_____

Student's Name

_____ _____ _____

Parent/Guardian Printed Name Parent/Guardian Signature Date