



Glen Ullin
2026-2027
Preschool Handbook



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**Please fill out the last two sheets in the handbook (pg. 16-17) and return back to school.
Thank you!**

Purpose

To provide a quality preschool program for every child.

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Philosophy

Education is more than a school building, books, materials and schedule. Education is the total experience of a student, at developing the whole person. This educational process includes the gathering and organizing of knowledge which is meaningful and relevant to the student now and which will be useful to the student in their future life. The students must understand and utilize their experience to develop citizenship and individual character. Individual instruction is an ideal situation, but group sessions are needed for the exchange of thoughts, experiences and ideas. In order to develop a well-rounded student, the curriculum should include experiences related to intellectual, physical, social, cultural, and spiritual aspects of the student. It is the responsibility of the school to engage students in the learning process so learning is interesting and rewarding, so that the students become lifelong learners. Parents have the responsibility of developing in their children respect for school property, teachers, and learning. Because parents play such an important role every effort should be made to make them a part of the education process. The education of our students will be greatly enhanced when parents and teachers work together.

The Glen Ullin School District does not discriminate in the education program and activities or employment on the basis of race, sex, age, religion, disability, or national origin.

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District Goals & Objectives

Goal: To provide, thorough education, all the experiences needed to develop the whole person in each student.

Objectives:

- Gather and organize knowledge, which is meaningful and relevant to each student.
- Develop citizenship, leadership and individual character in each student.
- Exchange thoughts, experiences and ideas.
- Motivate each student to continue to learn throughout life.
- Develop responsibility in each student.
- Develop each student's full capacity to become a useful member of society.
- Have each student take part in school experiences that parallel life experiences.
- Develop each student physically, mentally, emotional, and socially in accord with today's changing culture.

- Realize individual positive self-concept and recognize potentials and limitations.
- Meet all criteria set by the Department of Public Instruction to maintain accreditation.

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Prekindergarten Developmental Goals

- Social/emotional: navigating feelings and learning how to relate to others.
- Physical: exercises through play and planned activities that develop both fine and gross (large) motor skills.
- Cognitive: help children realize their intellectual potential through use of language, creative imagination, and stimulating experiences.

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Requirements for Enrollment

Students must have their birth certificate along with immunization records. Students must be 4-years-old by August 1st, 2026 to register.

PLEASE NOTE: The Glen Ullin Public School has the right to dismiss a child from the preschool program if that child has not yet reached the level of maturity that is necessary to participate in preschool procedures and activities.

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School Hours

The student hours at Glen Ullin Public School are from 8:20 A.M. to 3:20 P.M.

If children arrive before 8:20 and are not eating the breakfast, they will play outside on the playground with adult supervision.

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Transportation

Parents are responsible for the transportation to and from preschool, unless other arrangements have been made. Busing is available. Contact McKenzi Krein or Janell Morman at (701) 348-3590 for more information.

*

Releasing Children

The school will not release your child to anyone but authorized persons without notification from the parent. Please let the teacher and office know who will be picking up your child if it is someone other than yourself. Thank you!

Breakfast/Lunch Programs (Prices may change)

Breakfast costs: \$2.35/day

Lunch costs: \$2.90/day

If you choose to participate in the breakfast program, it will be served from 8:00a.m. - 8:20a.m.

Breakfast and lunch fees will be handled by McKenzi Krein or Janell Morman in the office. If you have any questions about your bill or payments, please contact the office at 348-3590.

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Illness Policy

If your child has a contagious disease such as pink eye, impetigo, head lice, etc., please notify the school as soon as possible. If it is necessary to send a child home because of illness, you will be notified to come and pick up your child.

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Please be on guard if your child shows any of the following symptoms and use them as a guideline for determining to keep your child at home.

- Watery, inflamed eyes or crusty eyelids
- Deep and severe cough/heavy nasal discharge
- Fever above 100.4... children **must be fever free for 24 hours** before returning to school
- Vomiting or diarrhea...again, **must be in the clear for a full 24 hours** before returning
- Rash or unusual skin condition
- If a doctor diagnoses an infection and places the child on a prescription medicine, the child should not return for at least 24 hours (including ear infections).

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Absences

Please call the school office in the morning if your child will be absent.

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Medications

Absolutely no medication will be administered to any child unless written permission and instructions from the parent are obtained. McKenzi and Janell will be administering the medications to students.

Clothing

Play clothes are best for preschool. Comfortable, sturdy, washable clothing permits children the necessary freedom to participate in all activities without undue concern for spills or rips.

Keeping buckles and complicated openings to a minimum will allow success in self-care. Tennis shoes are recommended. For their success, please make sure your child can put their own shoes on.

*Please send proper outdoor attire for both outside play and field trips. We do go out for recess all year unless it is raining or below -10 degrees wind chill. **Proper winter gear includes: A winter coat, snow pants, snow boots, winter hat, winter gloves (NOT hand gloves).**

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Vacations & School Closings

The preschool year runs from August to May correlating vacation with the Glen Ullin School System. For exact vacation and conference schedules, please consult the monthly preschool or school calendar.

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Weather & School Closings

You will be contacted by email/text/phone call in the event of a school day cancellation. Cancellations will also be broadcasted on the radio (KFYR) by 7:30 am. School administration will make that decision. If school is canceled, it may be necessary to make up the school day if storm days have already been used.

*Remember- there is always the possibility that a storm could develop during the school hours, so please keep your radio turned to KFYR during any inclement weather.

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Fire and Tornado Drills

Teachers will inform students regarding the manner and place of exit in case of a fire or tornado drill. An announcement will be made over the intercom in the event of a tornado. An alarm will also sound in the event of a fire drill. When the alarm is given, all persons walk quietly to a specified area. Students do not stop for books or coats. In the preschool classroom, we remember to talk about how this is 'practice' so we know what to do as some children tend to get frightened.

Prekindergarten Screening

Each child enrolled in the preschool program may be screened by Western Plains Public Health, with parent/guardian permission. Morton-Sioux Special Education will come in to do additional screenings when requested.

Daily Activities

8:25-Arrival/Learning Centers: The first part of the day will be center time where students will be able to play in the center area. Some of the activities include: coloring, building with many different types of blocks, dramatic play, toy cars, puzzles, etc.

Gathering: This is time for the group to come together to start the day. We meet by the calendar and participate in calendar and weather activities. The children will also have some time to share their personal experiences at this time.

Morning Meeting: Brain break activity. Literacy and math skills. Letter or number of the day, songs and poems, etc.

1st Snack: This snack is provided by **home**. Please send a snack that will help with their learning and growth. A list of healthy snack ideas is provided in the back pages of this packet. Please bring a water bottle for your child to leave at school. Water bottles will be sent home Fridays to be washed.

2nd Snack: Fruit or vegetable snack provided by school as available.

Recess: When students first arrive at school, they will meet outside for recess. The bell will ring at 8:20, students come inside and school begins.

There is a lunch (11:15-11:50) break. Recess breaks will be given at the teachers discretion at 10:15 and 1:15 as these are optional.

***Students will stay inside during rain showers and when wind chill temperatures reach below -10 degrees.**

Circle Time: Phonemic/Phonological skills. Early literacy/Letter-Sound

Handwriting Without Tears Block: Letter work and Writing skills

Lunch/Recess: Student lunch \$2.75 a day (subject to change)

Quiet time: Students get out quiet-time materials and find their designated spot. This is a time for quiet for anyone who needs to rest or just relax.

Read a-loud: A story is read aloud along with related concept-development activities

Exploration/Small Groups: Group activity work

Specials:

- **I-Stations/IXL on iPads:** Computer programs that focus on reading and math skills
- **Music:** Mr. Dellomas
- **Gym:** Mr. Krenzke
- **Science:** Mystery Science with Ms. Novelle
- **Art:** Ms. Novelle

Dismissal: 3:20 p.m.

Behavior Management

We will guide students by the following principles in a manner appropriate to the child's age, development, maturity, and situation.

- Each child is a precious, important person and needs to feel good about him or herself.
- All children need opportunities to learn that there are consequences for their actions.
- Children need limits and rules, which are consistently enforced.
- It is most effective to positively redirect a child's inappropriate behavior.
- Children need opportunities to make appropriate choices.
- Shaming a child is not conducive to good overall mental health.

Based on these principles the following procedures will be used:

- Positive behavior will be reinforced in order to discourage inappropriate behavior.
- Physical punishment will not be used under any circumstances.
- A "Think Break", removal from a situation, and loss of privilege are the methods used for disciplinary purposes as the situation deems appropriate.

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Field Trips

We will be going on field trips throughout the year and I will be asking for chaperones to help. A chaperone MUST help all children, not just their student. Field Trip information will come out before the planned trip.

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Curriculum

We use Creative Curriculum to cover math, literacy, physical and social-emotional skills to prepare students for kindergarten.

Parent-Teacher Conferences

Conferences will follow the K-12 conference schedule. Either a link and/or QR code will be sent out to parents/guardians prior to conferences to sign up for a time to meet in the fall and spring.

Communication

Class Dojo will be the main form of communication. Information on how to sign up will be provided to you at the beginning of the school year.

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Parent Involvement

Communication is very important to understanding what is happening in your child's world. The following has been planned to ensure good communication:

- Periodic newsletters and notes discussing school happenings and future events will be sent home in the backpack folder.
- Important notes will be sent via paper copy and/or on the Class Dojo group.

Please check backpacks and backpack folders after your child arrives home from school. Go over their papers with them please.

Visitors: Visitors are always welcome to come in. Please contact the office and teacher a day before the visit. Check in with McKenzi or Janell in the office on the day of your visit. Also let me know if you have a special gift or talent that you would like to share with the class.

Volunteers: You may be asked periodically to volunteer for field trips. This is always optional.

Birthdays: Birthdays will be celebrated during the 2nd snack break. Each child's birthday will be celebrated as close to their original birthday as possible. Summer birthdays will be placed on the calendar after January. Birthdays can be celebrated with a treat for the class from home. Snack availability will depend on food allergies. A note of what types of food to be avoided (if there are any) will be sent home before it is time for you to bring in a snack.

Holiday Parties: Notices or newsletters will be sent home to explain the dates and details of the following classroom celebrations: Halloween and Valentine's Day. Children/Parents will not be required to provide a snack for classroom celebrations but are welcome too, if desired.

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Best In Class

Glen Ullin Preschool is currently enrolled in the North Dakota Department of Health and Human Services Best in Class program. This program allows us to offer tuition free preschool and supports children's learning experiences on a variety of levels. Information on Best in Class can be found through the link below as well as in the letter attached to this handbook. Please read this information and return the Best in Class Health Screenings Permission Form to the school.

<https://www.hhs.nd.gov/cfs/early-childhood-services/best-in-class>

This handbook has been made for your information. Please feel free to contact me at the school if you have any further questions. Thanks!

I look forward to a great year full of fun and learning!

Novelle Arcena, Preschool Teacher
348-3590
naracena@glenullinbearcats.org

Healthy Snack Choices

Fruits and Vegetables



Almost all of the snacks served to children should be fruits or vegetables. Do taste tests or let kids choose (or vote for) new fruits and vegetables to try. Fruit can be served whole, sliced, cut in half, cubed, or in wedges. Canned, frozen, and dried fruits are easy and usually need little preparation.

Healthy options include: fresh fruits and vegetables; frozen fruit; applesauce; fruit cups or canned fruit (in juice or light syrup); dried fruit and fruit leathers (without added sugars); fruit salad; fruit juice popsicles; and homemade smoothies. Vegetables can be served with dips like hummus, bean dip, or salad dressing; in salads; or veggie pockets in whole wheat pita.

Healthy Grains (whole grains that are low in fats and sugars)



Serve mostly whole grains, which provide more fiber, vitamins, and minerals than refined grains. (*Whole* wheat [or other whole grain] should be the first ingredient listed.)

Healthy whole grain options can include: English muffins, pita, or tortillas; breakfast cereal; crackers; rice cakes; popcorn; tortilla chips; granola; cereal bars; breadsticks; or flatbreads. Refined grains, such as pretzels and goldfish, should not be everyday offerings. Be sure to read nutrition labels to pick options that are low in sugars, saturated fat, and trans fat.

Packaged Snacks:

- **100 calorie packs** are great options for certain foods. Try whole grain crackers and whole grain pretzels. Sweets, even in 100 calorie packs, often have more than 35% of their weight as just sugar, while fried foods, like potato chips, have way more fat than is allowed. To be under 35% calories from fat a food cannot have more than 35 calories of fat per 100 calories.
- **Baked tortilla chips** with 100 calorie packs of **guacamole** dip can be fun treats.
- **Baked potato chips** will meet the guidelines at 120 calories and 3 grams of fat.
- Baked whole grain **pita** chips are a handy option.
- Fill **pita** pockets with veggies and a little nonfat Italian dressing for a fun snack.
- Prepared **veggie** and **fruit trays** with low-fat dips are speedy, fuss-free options.
- For a calcium-rich option, try single-serving, sugar-free **pudding cups**.
- Light, low-fat **yogurt** comes in cups and squeeze tubes.
- Whole grain **cereals** like shredded wheat, oatmeal “O’s”, and Chex are great snack options without added sugar.
- **Brown rice cakes** are great options. Kids can top them with nut butter and fruit.
- Boxed **raisins** and other dried fruits are great.
- Whole grain **fig cookies** like Fig Newtons.
- **Fruit cups** and **individual fruit serving cans** packed in juice are great packaged snacks, too.

Low-Fat Dairy Foods

To protect children’s bones and hearts, make sure all dairy foods are low-fat, such as yogurt and low-fat pudding. Since cheese is the #2 source of heart-damaging saturated fat in children’s diets, choose lower-fat cheeses, serve small portions, and serve cheese with other foods like fruit, vegetables, or whole grain crackers.

Healthy Beverages:

Water should be the main drink served to kids at snack times. Water satisfies thirst without adding calories or sugars (and it is low-cost!).

Seltzer or Sparkling Water – Look for calorie-free varieties; flavored or unflavored.

Fruit Juice – Choose only 100% fruit juice, but limit juice to no more than 6 ounces (a little less than a cup) for 1-6 year olds and no more than 12 ounces (1½ cups) for 7-18 year olds. Avoid juice drinks, which, nutritionally, are no better than soda pop. The label should list 100% juice and avoid drinks with sugar or high fructose corn syrup in the ingredient list.



Pre-kinder Supply List

Please provide the following supplies and bring the first day of school:

- *Lrg. School backpack (make sure it is big enough to fit snow pants and quiet time things in winter)
- *1 Folder (Backpack folder)
- *Kids scissors
- *4 glue sticks
- *Pack of crayons
- *Washable markers
- * 1 box of kleenex
- *Water Bottle
- *Nap time: blanket, pillow
- *Headphones: when we use iPads
- *Tennis shoes for gym use **only**
- *Extra clothing in Ziploc bag labeled with your child's name (accidents, spills)

Include in bag: Pants, shorts, t-shirt, socks, underwear/panties

(Please label all supplies)

Welcome to Best in Class!

Dear Families,

Your child's 4-year-old classroom has been selected to participate in Best in Class, a program funded through ND Health & Human Services that promotes quality early learning experiences for children in the year before kindergarten. Best in Class builds on program characteristics that drive results by offering affordable, accessible, and quality experiences.

Best in Class benefits:

- Enrolls children of all abilities
- Bases tuition on a sliding-fee scale so it is affordable
- Provides individualized support for each child through high-quality teacher-child interactions
- Promotes free-play and hands-on learning experiences
- Offers a safe, high-quality environment for children
- Supports child health and well-being by offering health screenings
- Observes and documents children's learning and development (social-emotional, language, physical, cognitive, literacy, and math)
- Fosters family engagement opportunities to support child development

Family Engagement:

Best In Class recognizes the importance of family engagement and fostering a sense of connection and belonging for both the child and the family. Research shows that strong family engagement is a key factor in children's learning outcomes, their consistent attendance in their program and their success as lifelong learners. Your child's classroom will offer regular communication strategies, provide family-friendly opportunities, and offer resources to support children's learning at home.

Enclosed in this family informational packet you will find:

- Child Information Form (Please complete and return to program.)
- Health Screening Permission Form (please complete and return to program.)

This information will be used to ensure Best in Class program requirements are being met. All information you share is confidential. We are looking forward to a great year!

Sincerely,

The Best in Class Team

**BEST IN CLASS
Health Screenings
Permission Form**

Child's Name _____

STARS State ID (for program use only) _____

The BEST IN CLASS program is committed to ensuring children are healthy. Screenings are important to ensure the overall health and well-being of your child. Health screenings are offered at no cost to you. Please check the screenings you agree to allow a qualified professional to administer. You may choose to opt out of some or all the screenings if you do not wish for your child to participate.

I agree that my child may participate in the following screenings:

Vision (checking for visual accuracy)

Dental (using a flashlight/small mouth mirror to look for any signs of dental disease)

Hearing (using an audiometer to measure hearing)

Physical (measuring height, weight, blood pressure, BMI calculation)

All of the above

If documentation of a child's well visit from a physician, dentist, or eye doctor is provided within 12 months of the first day of attendance this may serve in place of screenings.

My child has been seen within the past 12 months by our primary provider (physician/dentist/eye doctor) and documentation of the visit is attached.

I do not want my child to participate in any health screenings.

Parent/Guardian Signature _____ Date _____

Handbook Checklist

Please mark for understanding and return back to teacher. Thank you!

___ School starts at 8:20 a.m. and ends at 3:20 p.m. Students need to be here before 8:20. There is a breakfast program, but if students choose not to eat, they must go outside for recess until 8:20.

___ I must provide one healthy snack for my child each day they come to school.

___ Absences- Please contact the school office in the morning if your child will be absent.

___ Visitors are welcome, but the school and teacher needs a 24 hour notice before visitation. Contact the office to make that arrangement.

___ Illness- A child *must be fever free for 24 hours* before returning to school. Vomiting and/or diarrhea...again, *must be in the clear for a full 24 hours* before returning.

___ Clothes- In winter, students **MUST have appropriate clothing every day they come to school. This includes: A winter coat, snow pants, snow boots, winter hat, winter gloves (NOT hand gloves).**

Parent Signature

Date