

# Dawson-Boyd Preschool and School Readiness Parent Handbook 2025-2026



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Many of the procedures are taken directly from the Stevens Elementary Handbook. Procedures that are listed or changes that are adopted in the Dawson-Boyd School or Stevens Elementary Handbooks will take precedence over procedures listed in this preschool handbook.

## Dawson-Boyd Preschool/School Readiness Philosophy

### Program goals/objectives

Dawson-Boyd Preschool offers a wide variety of activities to encourage children with positive, growing experiences. The purpose of Dawson-Boyd Preschool is to provide all children with opportunities to participate in child development programs. This program's goal is to meet the individual needs of its students at appropriate levels of development in overall emotional, social, intellectual and physical development.

Dawson-Boyd Preschool/School Readiness activities encourage children attending to:

- Develop listening skills and participate in class activities.
- Develop self-help skills to be independent at school.
- Develop language and motor skills for school readiness.
- Develop social skills and interact with children the same age.

Parents can benefit from Dawson-Boyd Preschool/School Readiness by:

- Learning about your child's readiness skills.
- Discovering ways to support your child in school.
- Opportunities to share with other parents in informational classes.

### Hours and Days of Operation

Three and Four Year Old Preschool/School Readiness classes begin in the fall when school starts. A calendar will be given out at the beginning of the school year. Classes begin at 8:30 a.m. and dismiss at 3:00 p.m.

### Preschool Screening:

The early childhood years from birth to the start of kindergarten are an important time of rapid learning and growth. Early Childhood Screening is a check of how children are doing between the ages of 3 and 4. It identifies, at an early stage, possible learning or health concerns so that children can get needed help before starting school. Early Childhood Screening is not a kindergarten entrance test. All classes for Dawson-Boyd Preschool are partially funded with School Readiness dollars. Therefore, it is required that all children attending go through Preschool Screening within 90 days of admittance. Please make every effort to attend Preschool Screening on the scheduled date which is September 24, 2025. Parents will be contacted from the school prior to this date for appointments. There will be no preschool that day, as the teachers will be conducting the screening.

**Four Year Olds:** Children who are four by September 1 of the current year, are eligible to attend full day preschool. There is one option 4-Days a Week, Mon-Tues-Thurs-Fri. Children will be split into the two classrooms.

Start dates will be released closer to the start of the school year. Hours of Operation are: 8:30 a.m.-3:00 p.m.

Drop-off: Students should be dropped off at the Elementary Doors no earlier than 8:15 a.m. Children dropped off before 8:15 should be registered for Little Jacks and attend that until school starts.

Pick-up: Paraprofessionals or teachers will bring the children to meet their parents at the doors for pickup.

Three Year Olds: Children who are three by September 1 of the current year, are eligible to attend the whole day preschool. There are sessions Monday/Wednesday or Tuesday/Thursday.

Start dates will be released closer to the start of the school year. Hours of Operation are: 8:30 a.m.-3:00 p.m. for whole days.

Drop-Off: Students should be dropped off at the Preschool Doors no earlier than 8:15 a.m. Children dropped off earlier than the buses come in should be registered for Kids Clubhouse and attend that until starting time.

Pickups: Paraprofessionals or teachers will bring the children to meet their parents at the doors for pickup.

#### Communication

All teachers will be using Seesaw to communicate with families and share what is happening in the classrooms.

It is important that you check your child's backpack every day. A communication folder will be sent home daily. This folder will be used to send important papers, calendars, etc. Please check and return to your child's backpack.

If you would like to communicate with your child's teacher, you may send a note in the folder or email the teacher.

#### FREE Breakfast and Lunch

All children enrolled in Preschool-12th grade will receive FREE Meals for the 2025-26 School Year.

#### Tuition Fee Schedule and Plan for Payment

Fee Schedule and sliding fees - See Fee Schedule.

*Fees are due and payable on the first of each month.*

#### Payment options:

1) Cash or check payment by September 1 for entire school year or

2) Use of the Brightwheel app. This app will deduct payments from your credit card or debit card on a monthly basis.

If there is a concern regarding any of these pay systems or the parents' ability to pay, parents are asked to contact the Community Education Office immediately so that a solution may be worked out. If no such contact is made, non-payment can result in withdrawal of the child from the program.

#### NSF Checks

If a check is returned because of non-sufficient funds, cash will be required for the check amount and all bank processing fees.

Creative Curriculum is the curriculum used in all the preschool classrooms at Dawson-Boyd Preschool. Handwriting without Tears will also be used. Big Day for Pre-K curriculum will be used as additional resource material.

#### Immunizations

Current immunization records are required for all children in Dawson-Boyd Preschool. Minnesota Department of Health rules do not allow children to begin school without the immunization records on file.

#### Students with Special Needs

The preschool program works closely with the Stevens Elementary Special Education Department. As part of the Dawson-Boyd Public School District's commitment to providing the best education for all students, and in keeping with the special education laws of the State of Minnesota and federal government, our preschool program ensures that children with special needs have the opportunity to interact with their peers on a regular basis. This process involves giving children who participate in a special education the opportunity to participate in general education preschool classrooms for both social and academic learning experiences. The benefit of this type of programming is significant for all students. Children with special needs learn best from their peers through role modeling of appropriate social and behavioral skills. Typically developing children have the opportunity to act as mentors to their peers while learning compassion, perspective taking, and patience by working with children with developmental delays.

If you have concerns about your child's development, please visit with your child's teacher or make a referral by calling 1-866-693-GROW (4769) or by completing the only form found at <https://helpmegrowmn.org/HMG/Refer/index.html>.

#### School Supplies

A blanket for rest time (please label), a box of Kleenex, a hard plastic folder with 2 pockets, a water bottle (please label), a container of Clorox Wipes, a box of Crayola crayons, a box of Crayola Erasable Colored Pencils, a box of skinny crayola washable markers, change of clothes (please label and put in a labeled ziplock bag) and a large backpack. Please reach out to your child's teacher if you would like to donate additional supplies.

#### Parent Involvement

Parents are a child's first and most important teacher. Parents strengthen the quality of our program and are considered full partners in their child's development and learning. Research shows that early childhood programs involving both parents and children are more effective than programs that focus exclusively on the child. Children whose parents create a home environment that encourages learning and who are involved in their children's education are more successful in school.

Parents should also plan to:

- Participate in Early Childhood Screening with your child.
- Attend parent-teacher conferences to discuss your child's development. The focus of the conference will be the child's development and educational needs. Conferences are approximately 15 minutes in length.

Parent/Teacher conferences will be held twice a year, fall and spring. If any concerns arise between conferences, please contact the preschool teacher as the first resource through Seesaw, email or by phone.

Teachers will notify parents about scheduled conference times. See the school calendar for conference dates.

#### Drop off/Pick up/Transportation

When bringing your child to school please drop your child off at EC Playground. Supervision begins at 8:05.

Prairie Five Rides: Prairie Five Rides bus riders will be dropped off and picked up at the main elementary doors. Parents need to make their own arrangements with the Prairie Five Rides.

Bus Policy: Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. Each family will receive a copy of the school district's School Bus Policy. Please familiarize your child with expectations on the bus.

Bus Pick Up: Students who reside in the city limits of Dawson are not eligible for bus pick-up, unless they reside north of Hwy 212. Students who reside 1 mile or more away from the school are eligible for bus pick up at pre-established bus stops.

Approved Pick up person(s): Only those people who have been designated as pick-up persons on the registration form will be able to pick up children from preschool. Staff will ask for photo identification if the person picking up the child is unknown to the staff person.

Under the influence procedure: This procedure is to insure the safety of all Dawson-Boyd Preschool families. If a parent or authorized pickup person arrives at Dawson-Boyd Preschool and appears to be intoxicated (or under the influence of drugs or alcohol and demonstrating behavior that raises concern about the safety of the child), the following procedures will be used: Staff will express the concern to the parent or authorized pickup person confidentially.

Staff will offer assistance in calling someone on their emergency card to provide transportation home. If staff feels that the child's safety is in danger, they may call 911 after the parent or authorized person leaves and provide them with the following information:

- Description of vehicle, direction the vehicle is traveling, license plate number.

#### Behavior Guidance Plan

Staff will use positive guidance in working with children to help them develop independence, self-control, self-esteem and respect for others.

Staff will arrange the classroom to facilitate positive behaviors by creating a safe and inclusive learning environment.

The program staff will teach cooperation and interact calmly with children, using a positive tone of voice necessary when children will be redirected toward constructive play activities. Staff establish smooth transitions to support expected school behavior in the classroom, lunchroom, playground, and other school

surroundings.

When redirection is not feasible or has not been successful, the discipline policy steps are as follows:

1. The child will be talked to by the teacher.
2. Time out for a few minutes.
3. Teachers will talk with the child and call the parents.

#### Emergency School Dismissal

If school should dismiss for weather or other reasons, it will be announced on KDMA, KLQP and WCCO radio. All students who are bused must have emergency housing in town if buses are unable to travel. You should also receive a phone call from the school through the phone messenger system.

Late Starts-The classes for four year olds and whole day three year olds will meet the same as the K-12 students on days with late starts.

Early Dismissal-No makeup days will be offered or held for early dismissal.

#### Emergency Procedures:

Fire-The preschool teacher will lead the class in an evacuation from the building. Specific escape routes are posted in the classroom. All classes will participate in fire drills with the K-12 school. Please go through the procedures for a fire drill with your child at home

Tornado-Children will be gathered together and led to the area designated for tornado evacuation for their classroom. Once in the designated area, children will sit with their heads down, away from windows and lights until the all-clear has been sounded. Please go through these procedures with your children and let them know that the tornado siren will be very loud. Tornado drills are conducted at school annually.

In the event of an actual tornado or fire, parents are asked to check-in with the classroom teacher or administration before taking their child from the building.

ALICE Drill-The school will have regular drills for emergency procedures that could involve an intruder in the building. Staff will be given training on possible responses in emergency situations, and will have training drills that involve all the children.

#### Illness Plan

Please notify us if your child is sick before 8:15 a.m. by calling the Stevens Elementary Office at (320)769-4590.

Please do not send your child if they are ill or you suspect that they are coming down with something. Do not send your child if they have a fever, need to be fever free for 24 hours, discharge from eyes or ears, undiagnosed rash, vomiting in a 24 hour period, or diarrhea.

Parents are required to notify Dawson-Boyd Preschool within 24 hours when a child has a contagious disease, lice, scabies, impetigo, ringworm or chicken pox.

Procedures from the Stevens Elementary Handbook will be followed if a student is identified as having lice in their hair. When they return, parents are to bring them to the health office to have their heads checked before going to class. They will be examined again at intervals to make sure no head lice were missed.

Plan for if a child gets sick at school-We will contact parents if a child becomes ill. You will be asked to pick up your child. If you are unable to pick them up immediately, the child will remain in the nurse's office.

### Emergency Injury

In case of an emergency or injury at school which requires professional medical attention, beyond the care of the school nurse, parents will be notified immediately. If a parent cannot be reached, we will call the persons on the Emergency and Alternative Emergency Contact list. If necessary, we will immediately dial 9-1-1 and proceed with medical/dental help. Every effort will be made to contact parents as soon as possible.

### Medications

If your child must take any kind of medication during school hours, please notify the school nurse and your child's teacher. The following is the procedure for medications, which are to be administered to students at school. The procedure is the same as listed in the Stevens Elementary handbook. If the procedure changes in that handbook, the Stevens Elementary Handbook will be followed.

1. Students requiring medications at school should be identified by the parents or a doctor. The school should then be notified.
2. Medications should be in the original bottle from the pharmacy. On the bottle should be listed the doctor's name, child's name, prescription name, and why the child is taking the medication.
3. The school must receive permission from the parent for the student to take the medication and a doctor's written order.

### Substitute Staff

In the event that the preschool teacher must be absent, a substitute will be called from the list of Stevens' Elementary substitute teachers.

### Personal Possessions

Label clothing that might be taken off at school (sweaters, hats, mittens, boots, snow pants, etc.) Any clothes that have been left at school and are not claimed will be put out on a table with the Elementary Lost & Found during conferences.

### Appropriate Dress

Children will be painting and participating in a variety of activities. Please dress children appropriately for playground play as well as gym time and craft activities such as painting. Please make sure your child can also easily remove and do up their own clothes while toileting. An extra set of clothes should be kept at school in case of an accident.

### Field Trips

Parent Permission slips will be sent home one week prior to the trip. Students must have a field trip form signed by a parent or guardian to be able to participate in a field trip. Parents are encouraged to attend field trips with their child.

### Photo Release

A photo and media release form is included in the preschool forms. Photos may be used for news releases about field trips, special events, Community Education flyers or other publicity. If you do not want your child included in publicity, you may state that on the form.



### **Birthdays/Very Important Kid/Special Events/Sharing**

Your child's birthday will be recognized on or close to the date. Summer birthdays will be noted as half-birthdays.

Very Important Kid dates will be noted on the monthly calendars. This is a special time for your child to shine! You may send family photos, share a favorite game or book.

Holiday parties are celebrated in Fall, Winter and on Valentine's Day.

### **Snacks**

A snack is served to the children at afternoon classes. Parents may bring in snacks for special days. All food and drink items for snack, a school party, birthday or treat must be purchased at a store. Homemade food is not allowed in any classroom due to state laws. All snacks served should be from the approved food list for schools.

Suggestions for Healthy Snacks-Fresh fruit: apples, bananas, pears, etc. Fresh vegetables: carrots, broccoli, cauliflower, celery, baked tortilla chips and salsa; Baby carrots and low-fat dip; Low-fat string cheese and whole wheat crackers; Frozen juice bars; Yogurt; Graham Crackers; Unsweetened fruit cups; Unsweetened applesauce; Small boxes of Raisins, Dried fruit; Pretzels; Soy Nuts; 100% Juice; Water

### **Dawson-Boyd Preschool Curriculum focuses on the Early Childhood Indicators of Progress**

*Social and Emotional Development:* The students are encouraged to play with each other to learn correct and appropriate behavior with peers, language when approaching other students, sharing of items/toys, and how to successfully express their thoughts and feelings. The students also discuss their feelings, thoughts, and talk through each situation when there is a problem or issue needing to be resolved. They learn through experiences in the classroom, outside, and in their daily routine.

*Approaches to Learning:* Students work on counting with math, patterns, science activities, and academic concepts such as letters, sounds of letters, writing their names, following directions, and using appropriate behavior. They also experience a repetitive day of activities based on the daily routine of school. Students gain skills to strengthen their knowledge of attitude, behavior and learning style in their environment.

*Language and Literacy Development:* The students learn the alphabet and writing through a curriculum called Handwriting without Tears. They also learn through repetition of flashcards, songs, books, and learning activities aligned with the letter of the week or theme for the week. Each child has the opportunity to share stories or experiences throughout the day to build sentence structure and memory by retelling a story. Each child works on rhyming, letters, sounds of the alphabet, and writing their names. Students will learn to write their names in upper and lower case. Handwriting Without Tears teaches them to write other words in all uppercase block letters first and then transitions to lower case.

*Creativity and the Arts:* Students are able to express themselves through process art, and product art. The students are able to draw, evaluate, and explain their masterpiece, which allows them to have ownership and expand their thinking and reasoning skills. They are encouraged daily to draw, cut, and create open ended art pieces, and teacher directed projects. Students participate in music with movements and actions.

*Cognitive Development:* The students explore the alphabet, numbers, shapes, and colors; careers and

community helpers. They also problem solve using math and science topics, and their experiences in the world. Students learn the basic components for Kindergarten and a school environment. Through themed activities and review of concepts, the students are better able to retain and demonstrate their new knowledge. Students are also able to demonstrate their abilities through conversation, writing, and picture identification.

*Physical and Motor Development:* Students are exposed to physical, gross motor (outdoor play) and fine motor activities (sensory activities and art/craft time) daily. Students participate in Stimulating Maturity through Accelerated Readiness Training, (SMART) curriculum engaging students in movement breaks, and a SMART course to increase their balance, core and body movement. Nutrition, safety and self-help skills are taught to ensure students understand living a healthy life and being independent.

*The curriculum series used in the classrooms include: Creative Curriculum, Big Day for Pre-K, and Handwriting Without Tears. The primary assessment tool used is the Work Sampling System.*

# Dawson-Boyd Preschool and School Readiness

2025-2026 School Year  
3, 4, & 5 Year Old Children

Sponsored by Dawson-Boyd Preschool and  
School Readiness in Stevens Elementary in Dawson.  
All classes are supported by School Readiness Funding

## **FEE SCHEDULE: FULL DAYS**

Four Year Olds  
\$369.00/month for 4 full days/week  
Three Year Olds  
\$220.00/month for 2 full days/week

### **Reduced Fee Schedule\*for Full Days:**

**If your family qualifies under Reduced Lunch and School Readiness guidelines\*  
your fees are as follows:**

Four Year Olds  
\$319.00/month for 4 full days/week  
Three Year Olds  
\$190.00/month for 2 full days/week

**If your family qualifies under Free Lunch and School Readiness guidelines\*, your fees are as follows:**

Four Year Olds  
\$285.00/month for 4 full days/week  
Three Year Olds  
\$171.00/month for 2 full days/week

*Fees are due and payable on the first of each month and are considered late by the fifth of the month.*

### **Payment**

***Use of the Brightwheel program that will deduct payments on a monthly basis.  
Community Education at [ckleven@dwby.k12.mn.us](mailto:ckleven@dwby.k12.mn.us) or (320)312-2317***

\*You may qualify for our reduced fee schedule, which is based on family income levels and School Readiness Guidelines. Paperwork to determine your family's qualifications for "Reduced" or "Free" lunch are available at [www.dawsonboydschools.org](http://www.dawsonboydschools.org) or Pathway Scholarships will also be available.

# Childcare Choices

Little Jacks is offered for children ages 33 months-PreK. Little Jacks was developed to align with our Preschool Program in order to have child care on non-school days. Preschool supplemented with Little Jacks provides a place for your child to attend Monday through Friday. Little Jacks offers a variety of experiences, along with a curriculum to provide individual growth and development of each child. COSTS: \$35.00/Day, \$45.00/Day Drop-In

JR Jacks is our before and after school program for children ages Kindergarten through 12 years old. Jr Jacks provide care before and after school whenever it is in session. Additionally, Jr Jacks provide care full days on many non-school days as well as during the summer. Children are provided with hands-on learning opportunities that encourage them to explore, learn and grow based on their own interests, Homework help is also provided on a daily basis. Transportation to all Summer Rec activities will also be provided for anyone attending Jr Jacks. COSTS: \$31.00/Day, \$45.00/Day, Drop-In, Before School \$5.00/Day & \$8.00/Day Drop-In, After School \$10.00/Day & \$13.00/Day, Drop-In, 2 Hour Late Start \$10.00/Day.

We are open from 7:00AM-5:30PM daily, and 8:00AM-4:00PM on snow days. We offer both contracted daily rates as well as drop-in rates, provided space is available.

CONTACT Mattiah Kemen to enroll your child in Little Jacks or JR Jacks (320)312-2447