

Tiny T-Birds Pre-K

Tiny T-Birds Pre-K Handbook

A Program of Theodore Jamerson Elementary School

Mission: The Theodore Jamerson Elementary School family provides superior education while nurturing the whole child.



Table of Contents

Tiny T-Birds Pre-K Handbook.....	Error! Bookmark not defined.
Enrollment.....	3
Student Selection	3
Student Attendance.....	3
Hours of Operation.....	3
Communication	3
Arrival and Departure.....	4
Clothing and Attire	4
Transportation.....	4
Personal Belongings	4
Meals	4
Schedule.....	5
Cleanliness/Hygiene.....	5
Nap/Quiet Time.....	5
Special Needs.....	5
Parent Involvement	5
Curriculum.....	6
Assessments.....	6
Reporting Requirements	6
Indoor/Outdoor Play.....	6
Discipline.....	7
Illness.....	7
Lice.....	7
Medications	7
Medical Emergencies.....	7
Termination Policies	8
Patron Complaints.....	8
Revisions to Procedural Manual.....	8

Tiny T-Birds Pre-K

Enrollment

Applications for Tiny T-Birds Pre-K are accepted on a first-come, first-served basis throughout the school year. Students must be four (4) years old by August 1st of the enrollment year to be eligible. Enrollment is limited to 20 students per class, with a staff-to-student ratio of 1:10. Theodore Jamerson Elementary School (TJES) applications must be completed in full including the following documents:

- immunization records
- birth certificate
- tribal enrollment/CIB or that of a parent
- custody documentation (if applicable)
- UTTC schedule (if applicable)

Student Selection

Enrollment is open to all eligible children within the Bismarck, Mandan, and Lincoln area, subject to available space. When capacity is reached, applicants will be placed on a waiting list and contacted as openings occur.

Students must be potty-trained to be accepted into the program. If a student regresses with their toilet training, parents will be notified immediately and have two weeks to have the child re-trained properly before being withdrawn.

Student Attendance

Regular attendance is important for consistency and growth. Please notify the school office if your child will be absent. Excessive or repeated absences may result in re-evaluation of enrollment status.

Any student who does not attend school during the first five days of the semester will be immediately dropped from Tiny T-Birds. Any child who misses eight school days within one month without a valid reason or documentation will be dropped from enrollment.

Hours of Operation

Tiny T-Birds Pre-K operates on the TJES School Schedule/Calendar, from 8:30 a.m. to 3:00 p.m. Students cannot be dropped off prior to 8:30 AM due to supervision requirements.

Communication

Teachers communicate regularly with families through newsletters, messages, and progress updates. Parents are encouraged to reach out with questions or concerns to TJES at 701-221-1800 or tjesoffice@uttc.edu. Please ensure all contact information is kept up to date for newsletters, phone calls, and email updates.

Apps used for communication include Class Dojo and PikMyKid (dismissal).

Tiny T-Birds Pre-K

Arrival and Departure

Students may arrive no earlier than 8:30 a.m. and must be picked up promptly at 3:00 p.m. Parents or authorized adults must sign students in and out daily in the main office for documentation purposes.

If there are any changes in dismissal regarding time or authorized adult, please add changes in the PikMyKid app for easy communication, or through the teacher directly. Students will not be dismissed to adults who do not have written permission from the parent or guardian.

Please make and communicate all changes by 2:30 p.m.

Clothing and Attire

Students should wear comfortable, weather-appropriate clothing and closed-toe shoes. An extra-labelled set of clothing should be kept at school in a labeled plastic zip-loc bag. In winter, students should each have their own hats, gloves, snow pants, boots, and heavy coats.

Transportation

Parents or guardians must provide transportation. Pick-up and drop-off only; no bus transportation is available until kindergarten.

Personal Belongings

Children should bring only necessary items to school. We encourage students not to bring in toys from home, unless for special occasions noted by the teacher. All items must be labeled. The school is not responsible for lost or damaged belongings.

Meals

Lunch is available through the school lunch program, or families may send a lunch from home. School lunch is available for students at no cost, along with a healthy snack. Staff must be informed of any allergies or dietary restrictions. Tiny T-Birds will not be eating in the cafeteria to minimize transition concerns and will be served in the classroom. If you are bringing lunch, please notify the teacher ahead of time for proper communication with the cafeteria.

If your child has dietary restrictions or allergies, we must be notified in writing. We will need a physician's written instruction describing any foods the child is not permitted to eat. If possible, substitutions will be made. If an allergy is unable to be met, we will ask for parents to provide his/her lunch.

We will not enforce students to clear their plates; however, we will encourage students to try new foods and eat a well-balanced meal as much as possible. Eating habits will be communicated with parents and we ask the same from parents regarding any concerns.

Tiny T-Birds Pre-K

Schedule

Daily routines include circle time, small group instruction, creative play, outdoor play, meals, rest time, and closing activities as outlined below, with modifications when needed.

8:30 Greet students, morning creative play

9:00 Morning Meeting/Language Arts

9:30 Small group instruction

10:15 Culture/Native Language Learning

10:45 Reading (Creative Curriculum)

11:30 Lunch

12:00 Quiet/Nap Time

1:00 Math & Number Learning (Creative Curriculum)

1:45 Outdoor/Indoor Recess

2:15 Tech Time

2:45 Reflection & Prepare for Dismissal

Cleanliness/Hygiene

We do our best as a school to maintain a healthy and clean facility. Handwashing and personal hygiene are emphasized. Classroom materials are cleaned regularly to promote a healthy environment.

Nap/Quiet Time

A daily rest period is provided. Students may bring a small blanket or comfort item, which will be sent home weekly for washing. Napping is not required. If your child does not sleep, they will be given a quiet activity after their peers have gone to sleep to prevent distraction.

Special Needs

Individualized support is available in collaboration with families and specialists as needed. TJES follows the right to a free and appropriate education in accordance with the Individuals with Disabilities Education Act and North Dakota law. We also comply with all Section 504 requirements.

Our school is small and has limited staffing resources, so if our Special Education team feel this is not the best or safest fit for your child, we may recommend other pre-kindergarten options that are in the child's best interest.

Parent Involvement

Parent involvement is key to every child's success. We encourage participation in family events and the Parent Advisory Committee (PAC). Involvement opportunities include:

Tiny T-Birds Pre-K

- Daily communication through Class Dojo
- Monthly family nights
- School-Day Family activities
- In-House field trips
- Parent newsletters
- PAC meetings (monthly)
- Parent Teacher Conferences

Curriculum

The program follows the North Dakota Early Learning Standards: Birth to Kindergarten using the Creative Curriculum framework. Each unit follows a monthly schedule and strongly encourages project-based learning strategies. Through this instruction, students can learn pre-reading and language skills, number concepts, build vocabulary, fine and gross motor skills, and phonemic awareness.

As a tribally controlled school we strongly encourage our culture and native languages to be taught to all students, no matter what their tribal background. We have historically had students from over a dozen tribal affiliations and use these to guide our culture and Native Language Learning instruction, with a focus on our local Lakota/Dakota and Ojibwe languages.

Our students are also taught social-emotional learning with our School Social Worker and School Counselor using the Seven Mindsets curriculum framework. This learning is encouraged throughout the school day, as well as in their SEL learning class.

Assessments

Student progress is monitored through ongoing observation and developmental assessments, with regular updates provided to families. The GOLD observational assessment is utilized for each student to guide instruction on a personal level, as well as progress monitoring using DIBELS. Progress monitoring is done three times a year.

Reporting Requirements

Parents must provide up-to-date forms, immunizations, and emergency contacts. Any changes must be reported immediately.

All UTTC and TJES staff are mandated reporters. If there is a concern of abuse or neglect, staff are legally required to make a report.

Indoor/Outdoor Play

Outdoor play occurs daily weather permitting. Indoor gross motor activities are offered during inclement weather. Tiny T-Bird students do not go outside when the weather is 15 degrees or colder and require snow gear when there is snow on the ground. Our Tiny-T-

Tiny T-Birds Pre-K

Birds class has their own age-appropriate playground and swing set, separated from the school age play set for safety purposes and is fenced in.

Discipline

Positive reinforcement and guidance strategies are used with our Tiny T-Birds and TJES students. Physical and verbal abuse, destruction of material/objects, yelling/shouting, and name calling are prohibited. When behavior occurs, incident reports will be completed and sent home for signature. If behavior continues, a conference will be scheduled to solve problems and create a plan moving forward. If, after conferences and plans being placed are not effective, students may need to be picked up from school for early dismissal.

Please understand, there will be disagreements among students, and young children will have a hard time expressing their feelings appropriately. Staff will try to prevent these occurrences and intervene when appropriate to teach them appropriate behavior. Parents are always encouraged to reach out to teachers first, then our school counselor, and lastly our administrator with any concerns regarding behavior.

Illness

Children must stay home if they have a fever, vomiting, or contagious conditions. They may return when symptom-free or fever-free for 24 hours, or 24 hours after the first initial dose of antibiotic.

If a student is sick at school, parents/guardians will be contacted to pick up as soon as possible. If a parent/guardian is unable to be reached, the emergency contacts will be contacted to arrange pick-up plans.

Lice

If a student is confirmed to have nits or live lice, they will be sent home with a treatment bag, per our TJES lice policy. Students with lice must be treated and checked before returning. The school must be notified when a student has lice.

Medications

Medications require written authorization from a parent/guardian and physician. All medications must be in original containers and follow the TJES Medication Administration Policy & Procedures.

Medical Emergencies

Minor injuries can happen, especially while playing, and will be treated at school with an injury report sent home. Head injuries require a phone call home and for the student to be seen by our UTTC RN on campus, if available. If the RN is not available, parents will be asked to pick up to ensure the student is seen by a professional. Staff will provide first aid and contact parents or emergency services as needed. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required and if applicable. **Emergency contact information must be current.**

Tiny T-Birds Pre-K

Termination Policies

The school reserves the right to withdraw a child's enrollment for:

-repeated non-compliance

-excessive absences (missing the first five days of the semester, missing five consecutive days without notification, missing eight days of school within a month)

Patron Complaints

Concerns should be addressed with the teacher first, then the building administrator if unresolved.

Revisions to Procedural Manual

The current version of this handbook is available online at <https://uttc.edu/theodore-jamerson-elementary-school/>