

2025 - 2026

BEAR CUB PRESCHOOL

PARENT-STUDENT HANDBOOK



BEAR CUB



TABLE OF CONTENTS

Section 1 – General District Information.....	2-3
Section 2 – School Day Information & Student Conduct.....	4-6
Section 3 – Tuition Information.....	6
Section 4 – Student Success.....	6-7
Section 5 – Transportation.....	7

SECTION 1 – GENERAL DISTRICT INFORMATION

Foreword

This handbook is intended to be used by students, parents/guardians and staff as a guide to the rules, regulations, and general information about Scottsbluff Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents/guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Preschool Mission and Vision

Our mission at Bear Cub Preschool is Every Child, Every Day. Our vision is to socially and academically prepare students for kindergarten through planned learning, an engaged environment, and family partnerships.



PRE-K - 12 CALENDAR

August
1-6: New Teacher Orientation
7-13: Staff Development
12-13: PK Home Visits
14: PK Staff Head Start Training
14: K-12 Students-1st Day of School
18-19: PK Students-1st Day of School

AUGUST

T = 17 S = 12

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/ 31	25	26	27	28	29	30

SEPTEMBER

T = 21 S = 19

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

T = 23 S = 20

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September
1: No School for Students/Staff
2: PD/Workday-No School for Students
19: PD Day-No School for Students
22: No School-PK-8 Students

October

16: End of 1st Quarter
16: No School-PK-5 Students
17: PD/Workday-No School for Students
22: PK-12 Parent-Teacher Conferences (4:00-8:00 PM)
23: PK-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
24: No School for Students/Staff

NOVEMBER

T = 17 S = 17

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16	17	18	19	20	21	22
23/ 30	24	25	26	27	28	29

DECEMBER

T = 15 S = 13.5

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY

T = 20 S = 18

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November
26-28: No School for Students/Staff

December

1: PD/Workday-No School for Students
19: End of Semester-11:30 AM Dismissal
19: No School for PK Students
22-31: No School for Students/Staff

FEBRUARY

T = 19 S = 18

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

T = 22 S = 19

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

T = 19 S = 19

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

January
1-2: No School for Students/Staff
5: PD/Workday-No School for Students
6: 1st Day of Second Semester
23: PD Day-No School for Students
23: PK Staff Head Start Partnership Training

February

13: No School for Students/Staff
16: ESU PD Day-No School for Students
17: No School-PK-8 Students

March

12: End of 3rd Quarter
13: PD/Workday-No School for Students
18: PK Home Visits - No School for PK (8:00 AM-3:30 PM)
18: K-12 Parent-Teacher Conferences (4:00-8:00 PM)
19: K-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
19: PK Home Visits-No School for PK (8:00 AM-8:00 PM)
20: No School for Students/Staff

MAY

T = 16 S = 13.5

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/ 31	25	26	27	28	29	30

K-12 START & END TIMES		
School	Start	End
BMS	7:45	3:00
SHS	7:45	3:25
Lake Minatare	8:05	3:20
Lincoln Heights	7:55	3:10
Longfellow	7:50	3:05
Westmoor	8:00	3:15
Roosevelt	8:05	3:20

PRE-K START & END TIMES		
Full Day	8:00	3:00
AM Session	8:15	11:15
PM Session	12:15	3:15

TOTAL ATTENDANCE DAYS

STUDENT = 169 DAYS*
 STAFF = 189 DAYS

QUARTER 1 = 43 DAYS
 QUARTER 2 = 38.5 DAYS
 QUARTER 3 = 45 DAYS
 QUARTER 4 = 42.5 DAYS

1ST SEMESTER = 81.5 DAYS
 2ND SEMESTER = 87.5 DAYS

*BASED ON GRADES 9-12

Calendar dates and times are subject to change.

Snow Days: After three snow days, each additional snow day will add a workday for staff.

www.sbps.net

April
2-6: No School for Students/Staff
7: No School-PK-5 Students
30: PK Parent/Teacher Conferences (4:00-8:00 PM)
May
1: PK Parent-Teacher Conferences (8:00 AM-3:30 PM) No School for PK
4: PD Day-No School for Students
17: Graduation
20: Last Day for PK Students
21: Last Day for K-12-11:30 AM Dismissal
22: Last Day for Staff

SECTION 2 – SCHOOL DAY INFORMATION & STUDENT CONDUCT

Parent-Teacher Conferences and Home Visits

Preschool Home Visits	Parent-Teacher Conferences
Fall Home Visits: August 13th & 14th Fall Home Visits: August 12th & 13th Spring Home Visits: March 19th & 20th Spring Home Visits: March 18th & 19th	October 23rd (4:00-8:00) and October 24th (8:00-8:00) October 22nd (4:00-8:00) & October 23rd (8:00-8:00) May 1st (4:00-8:00) and 2nd (8:00-3:30) April 30th (4:00-8:00) & May 1st (8:00-3:30)

Preschool Hours

<u>Stadium Center</u>		<u>Roosevelt Center</u>
AM	8:15 AM - 11:15 AM	Full Day (2 Classrooms)
PM	12:15 PM - 3:15 PM	Full Day (2 Classrooms)
FULL DAY	8:00 AM - 3:00 PM	

<u>Half Day</u>
AM Session: 8:15 AM - 11:15 AM
PM Session: 12:15 PM - 3:15 PM

<u>Full Day</u>
8:00 AM - 3:00 PM or 8:15 AM - 3:15 PM

What We Do In Preschool

- **Circle time** is a group gathering during which we share our ideas, plans, and observations. Circle activities are designed to stimulate youngsters' thinking, enrich their social skills, and expand their attention spans.
- **Gross-motor activities** give children the opportunity to use their muscles, as well as their imaginations, as they engage in fun, healthy exercises, such as running, jumping and climbing.
- **Fine-motor activities** help improve small-muscle development and eye-hand coordination. Some common items found in the fine-motor/manipulative area include puzzles, beads and laces, pegboards, crayons, and scissors.
- **Art activities** help youngsters creatively express their thoughts and feelings. They help reinforce fine-motor skills and concept development in areas such as colors, shapes, and size relationships.

- **Dramatic-play activities** help children express themselves, practice life skills, improve social skills, increase self-esteem, build vocabulary, and solve problems. We also learn sign language on a regular basis. Dramatic play is just plain fun!
- **Music activities** promote youngster's listening skills, creative expression, and social skills. In music, children explore sound, volume, tempo and rhythm.
- **Science activities** offer children many hands-on opportunities for observation, exploration, investigation, making predictions, and experimentation.
- **Sand and water activities** allow youngsters to experiment with textures and the properties of different substances. These activities also promote the development of other skills, such as math, science, and language.
- **Block play** gives children experience with many different concepts, such as shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect, and classification. Cooperative play skills, problem solving, and creativity are also promoted in block play.
- **Story time** is designed to help youngsters develop an appreciation and enjoyment of literature. Reading activities enhance children's vocabulary and comprehension skills, and also expand their knowledge.

Arrival and Dismissal Times

Scottsbluff Schools Security and Safety Committee requires that you please walk your child to the building to meet the teacher **at drop off and pick-up. ~~the door for drop-off~~**. We will release students at the door to a designated person and document the person that the child left with daily. You must complete a Preschool Transportation form to help us guarantee the safety of your child.

Parking Lot

The guidelines for the parking lot are as follows:

- Please park in designated parking spaces only (for example, not behind parked vehicles).
- Only use handicapped parking spaces if you have a valid permit.

Late Pickup

Children need to be picked up at the time of dismissal. We understand the occasional emergency and appreciate a phone call letting us know, but if a child is regularly picked up late (more than 5 minutes) it will be reported to Health and Human Services as a case of neglect.

Closed Campus

Students leaving the building or school grounds need to be signed in and out by their own parents/guardians with the office personnel. Only people listed on the Transportation List for that child will be allowed to pick up a child.

Visitors

All visitors must report to the main entrance to sign in to receive a visitor's pass. All visitors will be required to show a valid, government issued ID. Parents/guardians are welcome at all times. Please sign in/out at the main entrance upon entering/exiting the school.

Field Trips

~~Throughout the school year we may be going on field trips. Bear Cub Preschool will follow district policies and procedures regarding field trips. Parents will be notified in advance of the field trip and permission slips must be secured prior to each field trip.~~

Party Invitations

Invitations to birthday parties, etc. may be distributed at school only if an entire class is to receive the invitation. The singular exception is if invitations are given to all the boys or all the girls in a classroom.

Reporting Absences

A written excuse or telephone call from the parent/guardian is required for any absence. Please take time to call the school each day that your child will be gone from school. These calls will be made to Jennifer Galindo at 308-635-6293; there is also a voicemail on that phone number. This is to ensure your child's safety.

Tardiness

Children are expected to arrive at school on time. Arriving late to school impacts a child's learning and disrupts the educational process.

Class Parties

If you would like to furnish treats for parties and special projects, please discuss with the classroom teacher first. We have some children with food allergies and want to keep everyone safe. We encourage you to sign up to help out where needed. Please communicate with your child's teacher if you would like to come and help.

Wellness (Board Policy 5417 - School Wellness Policy)

Scottsbluff Public Schools Wellness Policy establishes a mission of providing a curriculum, instruction, and experience in the environment of a health-promoting school community, to instill habits of lifelong learning and health. As part of the Wellness Policy, students should not bring soda pop to class. Additionally, parents/guardians are encouraged to send healthy foods to school for classroom celebrations.

During regular preschool operating hours, students will only be served water or low-fat white milk with their snack and occasionally 100% juice. They will have regular opportunities to drink water. We strive to offer a variety of healthy snack choices, and also fresh fruits and vegetables as much as possible. We make every effort to protect children with food allergies, so please talk with your child's teacher to plan appropriate accommodations as necessary. We encourage parents/guardians to provide healthy snacks when celebrating your child's birthday with the class and when bringing food items for holiday parties. There are many non-food ways to celebrate and honor birthdays and holidays. Students always enjoy a small project, a small trinket/party favor, or book being read to them.

SECTION 3 – TUITION INFORMATION

Payment Schedule

Payment for preschool tuition is due before the 20th of the month. Payments of cash, checks or credit cards are accepted at the Stadium Preschool Office or the Administration Office at ~~1722 1st Ave~~ 2617 College Park, Scottsbluff, NE 69361. Families may also pay online at <https://www.sbps.net>. A late fee of \$10 plus 1.5% will be assessed to any past due account. Accounts past due will require a meeting with the principal. If the account becomes delinquent, Scottsbluff Public Schools may remove the student from the program.

Sliding Fee Scale 2025-26

	Half Day Fees	Full Day Fees
Full Pay	\$190	\$350
Reduced Pay	\$90	\$175
Lowest Pay	\$35	\$50
Scholarship pay	Determined by Administration	Determined by Administration

Voluntary Termination of Services

A two (2) week notice in writing, addressed to the program director, is required before withdrawing a child from the program. Failure to provide notice will result in ongoing billings to hold the seat for the student.

SECTION 4 – STUDENT SUCCESS

Checking Your Child's Backpack

Please check your child's backpack every night. They are very excited about their work at this age and will be excited to share it with you. This is the best way to communicate with you. Also, please make sure that they have a backpack daily to carry their work home.

Home/School Folder/REMIND ParentSquare

Each child will have a special folder coming home every Wednesday. This may contain any important announcements regarding events, changes in schedule, and district notices. ALL information from school to home and back should be put in this folder. **REMIND ParentSquare** is used for the monthly newsletter, important announcements, or changes in schedules.

Book Orders

A book order will be sent home at the teacher's discretion. If you would like to order books, please make a check payable to Scholastic. No cash please.

Recess Restrictions

If a student requires restricted recess due to health conditions for more than one (1) day, a healthcare provider note is required.

Receipt of Parent-Student Handbooks

Please sign and have your student "sign" the Parent-Student Permission Information Record Sheet (located on page 9 of this handbook) declaring that you have received both the Bear Cub Preschool Parent-Student Handbook and the District Parent-Student Handbook and understand the content they contain, including conduct and discipline rules.

SECTION 5 – TRANSPORTATION (FOR QUALIFIED PRESCHOOL BUS STUDENTS ONLY)

Bus Transportation Protocol (Qualified Preschool Bus Students ONLY)

Student safety is our primary goal in providing safe and efficient transportation services. It is essential that an adult is always present during boarding and departures. A student will not be released from the bus without an adult being present.

1. If a child is not at the bus stop when the bus arrives to pick up, the driver will honk twice and wait two minutes. If the child is not coming out the door at that time, the bus will drive off. The child will need to be brought to school by parents/guardians.
 - a. The bus cannot wait more than two minutes at any one route stop as it then lengthens the rest of the route which is unfair to others and potentially gets the children to school late.
2. If an adult is not at the house/designated location to receive the child at the end of the preschool day, the bus driver will honk twice and wait two minutes and then drive on. The driver will call dispatch and the parent/guardian contact number will be called. The driver will attempt to deliver the child during the route or at the end, whichever works best with the route schedule. The driver will honk twice again and wait two minutes.
 - a. In the event the adult is still not present to receive the student, the driver will call dispatch and the preschool number will be called. If the preschool principal or secretary is available to receive the student, the driver will transport back to the preschool.
 - b. The preschool will attempt to reach the parent/guardian. If unsuccessful the police will be called to help coordinate re-unification.
 - c. If the principal or secretary is not available, the driver will transport the student directly to the police station where law-enforcement will coordinate re-unification.

3. All instances of the above issues will be documented and signed by the driver and the District transportation supervisor.
 - a. Parents/guardians will receive a phone call from the transportation supervisor the first time pick up or delivery is delayed.

Transportation Contact Information

~~Bryan Flansburg~~, Eric Thacker, First Student Director of Transportation.....635-6214
Dr. Bree Rock, SBPS Early Childhood Director.....635-6293
Betsy Skelcher, SBPS Assistant Director of Student Services.....635-6200



Scottsbluff Public Schools
Parent-Student Permission Information Record Sheet

Please check all appropriate responses, sign the signature lines, and return to the school office. All forms are due back five (5) school days after you have received them. The parent(s)/guardian(s) and child's signatures and checked responses are the only signatures required for the below listed forms.

Printed Student's Name _____

Grade Level _____

SCHOOL AND DISTRICT STUDENT-PARENT HANDBOOKS RESPONSE SHEET

Yes, I hereby acknowledge that the current School and Districtwide Parent-Student Handbooks are available online on the District website at www.sbpps.net. Hard copies of the handbooks are available only by request from the front office. I have reviewed the handbooks with my child(ren), including the behavior guidelines, student conduct, discipline rules, expulsion procedures, and information about Safe and Drug-Free Schools. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also acknowledges that it is understood that the District's policies of non-discrimination and equity policies and that specific complaint and grievance procedures that should be used to respond to harassment or discrimination exist in the Districtwide Handbook. Signing below acknowledges receipt of the student handbook in a satisfactory manner via the Internet.

TRIP PERMISSION

By keeping this permission on file in our school office, this prevents parents from signing and returning a form each time their student goes on a trip. You will be notified at least 48 hours in advance via ParentSquare if your student will be leaving our campus for a field trip. You **WILL NOT** have to give your permission if you give permission here. This permission form is good for this current school year only. You will only need to notify the teachers about individual field trips if you **DO NOT WANT YOUR STUDENT TO GO ON THAT PARTICULAR FIELD TRIP**. Please ask the teacher questions concerning the field trip before you say your child cannot participate in the field trip. Please consider allowing your child to be a part of each school activity so they will get more out of their school experiences. _____ Yes, I give my permission for my student to go on all field trips at any time during the current school year that the teacher(s) may deem necessary. All precautions will be taken to prevent any accident, and I do hereby release the Scottsbluff Public School District, its agents, or employees from any liability resulting from any accident involving my student while on a field trip. In case of emergency, I hereby authorize a representative of the Scottsbluff Public School District to seek medical attention for my student. _____ No, I do not give permission for my student to go on all field trips during the current school year.

PICTURE – NEWS RELEASE

_____ Yes, I hereby give permission for my child to be photographed, filmed, or videotaped for use by Scottsbluff Public Schools.

_____ No, I do not give permission for my child to be photographed, filmed, or videotaped for publication.

HEALTH CONDITIONS

_____ I give permission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel.

TITLE I REQUIREMENT (Elementary Only)

_____ Yes, I have reviewed the Title I Parent Involvement Policy section of this handbook and the elementary school parent-student compact. I shall inform the school of any changes I would like to suggest be made to these documents.

TELEPHONE NUMBER(S): Provision of your telephone number(s) provides expressed consent to the School District to contact you with important information and urgent notifications.

RESPONSIBLE USE AGREEMENT FOR COMPUTERS AND NETWORKS

_____ Yes, both the student and parent/guardian acknowledge they have read and agree to adhere to the outlined responsibilities in the Responsible Use Agreement and understand that failure to comply may result in disciplinary action as determined by the school's policies.

Student's Signature _____

Date: _____

Parent/Guardian Signature _____

Date: _____