



**Howard Lake-Waverly-Winsted  
District 2687  
Little Laker Learners Preschool**



**A 4 Star Rated Preschool**



"Excellence Through Education"  
**Independent School District No. 2687**  
Nate Walbruch, Superintendent  
P.O. Box 708, 8700 County Road 6 SW  
Howard Lake MN 55349  
phone: 320-543-4646 fax: 320-543-4630  
www.hlww.k12.mn.us  
#LAKERproud

HLWW District Central Automated phone: 320-543-3900

**Community Education Office**

8700 County Road 6 SW, P.O.Box 708, Howard Lake  
phone: 320-543-4670 fax: 320-543-4631  
littlelakerlearners@hlww.k12.mn.us  
hlww.ce.eleyo.com

Facebook: HLWW Early Childhood Family Education & Preschool  
Instagram: hlww\_littlelakerlearners

**Humphrey Elementary School, Waverly**

803 Elm Avenue, Waverly  
phone: 320-543-4680 fax: 763-658-4497

**Winsted Elementary School**

431 4th Street North, Winsted  
Phone: 320-543-4690 fax: 320-485-4183



**Preschool Handbook  
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**WELCOME PARENTS**

On behalf of Howard Lake-Waverly-Winsted District #2687, Little Laker Learners Preschool welcomes you and your child to our Preschool. We surround your child with learning opportunities and encourage your child's development with individual attention. We strive to provide your child with a happy social and learning experience.

We encourage parents to visit school and participate in our activities. For the safety of all Howard Lake-Waverly-Winsted students and staff, all visitors – including parents, non-district 2687 students, vendors and community members – must report to the school office upon entering the building. Visitors must sign in and will be given a visitor's badge to wear. This includes when you drop off or pick up your child.

The purpose of this handbook is to provide information about our Preschool and our policies. If you have questions or concerns, feel free to discuss them with the teacher or the Early Childhood Coordinator.

*Policy changes may occur during the school year. Written notices will be sent home as changes occur.*

**STATEMENT OF PURPOSE**

Little Laker Learners Preschool will provide stimulating social and educational experiences which will help your child develop a positive attitude toward future learning.



We give special effort to providing your child with experiences to stimulate academic, physical, social, and emotional development. We help your child feel good about him/herself and become aware that they are an individual. We help your child accept other children and adapt to various group activities. Your child can become a well-rounded person by offering as many new experiences as possible, including music, art, drama and life skills such as

personal maintenance. Your child will be read to and encouraged to view learning as a positive life-long experience.

**PRESCHOOL PROGRAM CURRICULUM**

Students who attend Little Laker Learners Preschool have the opportunity to grow emotionally, physically, academically and socially. This is accomplished by focusing on the Minnesota Early Learning Standards called the Early Childhood Indicators of Progress.

These six indicators are:

- social and emotional development
- approaches to learning
- language and literacy development
- creativity and the arts
- cognitive development
- physical and motor development

Little Laker Learners Preschool uses Creative Curriculum, the GOLD Assessment System, OWL and Everyday Math curriculums to achieve positive outcomes for children as they attend preschool.

The Gold Assessment tool is a guideline to drive curriculum and meet the needs of students specified by the indicators. By evaluating and planning, staff implements each child's learning experience and helps students reach their full potential by challenging students.

Family participation is encouraged as families are a vital part of their child's overall learning.



Little Laker Learners Preschool is recognized by the State of Minnesota as a Four Star Preschool. Earning Four Stars show that it is equipped to offer the very best in quality early learning and kindergarten readiness, assuring parents that it is doing all it can to prepare their children for school. For more information visit [www.parentawareratings.org](http://www.parentawareratings.org)

## PRESCHOOL SESSIONS

Our Preschool rooms meet the state requirements for 35 square feet of space per child and the room could accommodate 20+ children.

The following classes will be offered for the 2023-24 school year.

For the 3 & 4 year old children, classes will meet Monday & Wednesday mornings and Tuesday & Thursday mornings from 8:05-10:35 am.

For the 4 & 5 year old children, classes will meet Monday, Wednesday & Friday afternoons, Tuesday & Thursday afternoons from 12:05-2:35 pm or Friday mornings 8:05-10:35 am.

If a class reaches the maximum number of students, other class sections may be adjusted to meet the needs of enrolling students. For example a 3 & 4 year old class may become a 4 & 5 year old class or a mixed class of 3, 4, & 5 year olds.

**\*Students who are brought by their parents should arrive no more than 5 minutes before scheduled class time.**

## LOCATION AND PLACEMENT NOTICE

There are two locations for Little Laker Learners Preschool including the Humphrey Elementary school in Waverly and the Winsted Elementary School. Your choice of location for Little Laker Learners Preschool does not guarantee placement for elementary school enrollment. The placement location for your child's elementary school kindergarten enrollment and beyond is subject to change based on your home address and the district's enrollment numbers.

## ADMISSION POLICIES

Children can be accepted at the Little Laker Learners Preschool if they are 3 years old by September 1 of the school year in which they enroll. Children who are three years old by September 1 will be placed in the appropriate class according to their age. Children who are at least 4 years old by

September 1 will be placed in the appropriate class according to their age. Five year olds will attend the 4-5's class. If your child is four before September 1 but will not be attending kindergarten the following fall, share that with staff so they may be placed in the appropriate class.

**CHILDREN MUST BE RELIABLY TOILET TRAINED AND ABLE TO SUSTAIN TOILET HABITS AT**

**PRESCHOOL.** Provisions may be made for children with special needs.

The following policies have been established for the well-being of your child and to comply with state licensing standards.

Paperless enrollment at [hlww.ce.eleyo.com](http://hlww.ce.eleyo.com)  
When enrolling have the following information on hand before beginning the registration:

- Your preferred preschool class
- Emergency contacts
- Health and medication information, including primary physician, clinic, and dentist clinic information
- Electronic payment method (credit card or ACH)

Additional required information at fall pre-admission conference parents must provide the Preschool with--

1. Ethnic and Racial Demographic Designation Form
2. Immunization Record
3. Early Education Data Questionnaire

\*\*All forms/questions need to be filled out. Do not leave any blank informational spaces. Be sure to fill out **both** sides of form where applicable.

## DISCHARGE POLICIES

1. A child will not be allowed to attend preschool if the tuition payment is more than four weeks overdue. Parents are responsible to communicate directly with Community Education if they are having difficulty with tuition payment.

2. If your child is not ready for a group experience or if his/her needs are not best met in a group experience, the Howard Lake-Waverly-Winsted District #2687 Preschool reserves the right to require his/her removal from Preschool in a confidential conference with you.

3. Children must be reliably toilet trained and able to sustain toilet habits at preschool. Provisions may be made for children with special needs.

## KEEPING YOUR CHILD HOME FROM PRESCHOOL

Please do not send your student to preschool with:

- Rashes: If the student has a rash of unknown origin, it needs to be evaluated by a health care provider. Children should not come to school with rashes if they are spreading, itching or open/draining.
- Vomiting/Diarrhea: Student needs to remain home until 24 hours after the last episode.
- Fever of or greater than 100°F: Student should stay home for 24 hours after the temperature returns to normal without the use of fever reducing drugs such as Tylenol.

Keep your student home if he or she has had a throat culture. Wait until you have received the 24-hour report on the results and know that it is not strep throat. Strep throat is very contagious.

A child who becomes ill while at the Preschool will be separated from the other children and the parents contacted. You are then required to take the child home.

If a child who attends our Preschool has an infectious disease which may infect other children a notice will be sent home explaining the exposure and possible symptoms. We require parental cooperation in notifying us if your child becomes ill with an infectious disease such as chicken pox, strep, impetigo and especially if your child contracts head lice. Confidentiality will be observed.

## IMMUNIZATION RECORDS

In compliance with Minnesota school immunization law, all students are required to have a complete immunization record at school. No child will be allowed to enroll or remain enrolled without a statement verifying these immunizations or a notarized statement that

immunizations are contraindicated due to a child's medical diagnosis or a parent's conscientious opposition. The entire policy, as adopted by the School Board, is available in each building.



## MANDATED REPORTING OF CHILD NEGLECT, PHYSICAL OR SEXUAL ABUSE POLICY

It is school district policy to comply with state statute requiring personnel to report suspected child neglect or physical or sexual abuse. School personnel must immediately report instances of neglect or abuse when they have reason to believe a child is being neglected or abused, or has been neglected or abused within the preceding three years. A report must be made to the local welfare agency, police department or county sheriff. Failure to report neglect or abuse is a misdemeanor and may result in discipline. This policy appears in personnel handbooks. The responsibility for investigating



reports of suspected neglect or abuse rests with the appropriate county or state agencies. If the suspected abuser is a school employee, the Minnesota Department of Education is the agency required to investigate.

## MEDICATION POLICY

Medications will be administered by the Preschool teacher, the Managerial Assistant or School Nurse (when available) only when the parent has signed a Medication Authorization and Release Form (available from the school nurse). Each medication must be in the original container and must be accompanied by the Doctor's or Pharmacist's directions. Medications must be clearly labeled as to amount and time to be given and labeled with the name of the child enrolled.

All medications must be given to the teacher immediately upon arrival at Preschool by parents only. DO NOT send medications with children! Also, if your child attends day care, do not send medications for day care to school in their school bag.

Let us know if your child is on any medications.

## DISCIPLINE

We will be using the "responsive classroom" approach in our classrooms. Both Elementary schools in the District use this approach. The preschool teachers at both sites have received training and will be implementing the following practices:

- **Group Meeting** – gathering as a whole class each day of attendance to greet one another, share news, and warm up for the day ahead
- **Rule Creation** – helping students create classroom rules to ensure an environment that allows all class members to meet their learning goals
- **Interactive Modeling** – teaching children to notice and internalize expected behaviors through a unique modeling technique
- **Positive Teacher Language** – using words and tone as a tool to promote children's active learning, sense of community, and self-discipline
- **Logical Consequences** – responding to misbehavior in ways that allow children to fix and learn from their mistakes while preserving their dignity
- **Guided Discovery** – introducing classroom materials using a format that encourages independence, creativity, and responsibility
- **Academic Choice** – increasing student motivation by differentiating instruction and regularly allowing students teacher-structured choices in their work
- **Classroom Organization** – setting up the room in ways that encourage students' independence, cooperation, and productivity
- **Working with Families** – creating avenues for hearing parents' insights and helping them understand the school's teaching approaches
- **Collaborative Problem Solving** – using conferencing, role playing, and other strategies to resolve problems with students

## DAILY SCHEDULE

The daily activities of the children will include group meeting, free-play, art, music, small group time, story time, snack, large motor activity, discussion time and sharing time. Centers to work on age appropriate literacy, math, social skills, etc. A daily schedule is posted inside each Preschool room.

## EMERGENCY DRILLS

Schools are required by law to conduct emergency drills during the school year. When the alarm sounds, each class follows directions outlined by the teacher. The purpose of emergency drills is to prepare students for emergency situations such as fire, lockdown, severe weather, etc.

## TUITION POLICY

To register your child, contact the Howard Lake-Waverly-Winsted Community Education office. Payment of the \$35 registration fee (non-refundable) will hold a space for your child depending upon availability. Monthly fees will be \$105 per month for the two days per week sessions and \$147 per month for the three day per week sessions.

Payment is due the 5<sup>th</sup> of each month. No tuition bill will be sent. Pre-addressed envelopes are available upon request to fulfill your contracted payments. Envelopes can either be mailed or sent back to school with your child to be forwarded interschool mail.

The total tuition is divided into nine equal monthly payments: Due

- 1) August 15
- 2) September 5
- 3) October 5
- 4) November 5
- 5) December 5
- 6) January 5
- 7) February 5
- 8) March 5
- 9) April 5

These payments are the same amount no matter how many school days there are in a month.

We assume a registered child will participate in all 9 months of the school year. If a child is absent for an extended amount of time, parents are still responsible for preschool tuition, as the slot cannot be offered to anyone else unless the child is withdrawn from the program.

Late tuition payments will be billed a \$10 late fee.

Parents are responsible to communicate directly with the Early Childhood Coordinator if they are having difficulties with tuition payments. Financial arrangements can be made and scholarship assistance may be available but it is parent's responsibility to request information about such assistance.

A child will not be allowed to attend preschool if the tuition payment is overdue.

Online payments can be made at [hlww.ce.eleyo.com](http://hlww.ce.eleyo.com)

## SCHOLARSHIPS

Howard Lake-Waverly-Winsted Public School District #2687 receives limited School Readiness Funds annually from the Minnesota State Legislature for the express purpose of helping to prepare preschool age children for their elementary educational experience. The School Readiness Funds enable the Howard Lake-Waverly-Winsted District 2687 Preschool to provide partial scholarships.

Families who qualify for the free or reduced lunch program may also qualify for partial preschool scholarships. Children receiving scholarships must attend class regularly.

Families requesting scholarships must complete an Application for Educational Benefits and return it to: HLWW District 2687 Community Education, P. O. Box 708, Howard Lake, MN 55349.

If you have questions or concerns, call the HLWW District 2687 Community Education office at 320-543-4670.

\*\*Scholarships are subject to change if availability of scholarship funding changes.



## PRESCHOOL DONATIONS

District 2687 Preschool maintains a tuition assistance fund. Monetary donations for the tuition assistance fund are welcome. We also will use donations of new and used classroom equipment and materials.

Our preschool serves children ages 3, 4 and 5. The curriculum provides children with a focused approach to learning and a strong emphasis on literacy skills. The fun activities for children include personal and social development, language and literacy, mathematical thinking, scientific thinking, social studies, the arts, physical development and health.

Thank you to all our contributors. Call Community Education 320-543-4670 if you have questions or a donation.

## SCHOOL CALENDARS



Preschool start dates are Monday, September 9 and Tuesday, September 10. We will follow the school calendar (attached as last page of handbook) in regard to holidays/vacation & workshop days. The last day of class is scheduled to be May 23, subject to change.

## CHILD PICK UP POLICIES

We will not release your child if someone other than the authorized persons arrives to pick up your child. Advise us of any change! We will require WRITTEN PARENTAL PERMISSION for persons other than those designated on your "Pick-Up Permission" form. If someone other than yourself will be picking up, we also need a note or phone call.

Your child **MUST BE PICKED UP PROMPTLY AT THE END OF EACH SESSION**. Dismissal times for HLWW District 2687 Preschool are 10:35 am and 2:35 pm.

- Note parking restrictions at Humphrey Elementary, Waverly. Drop off and pick up parking is located on the North Side of the building please observe signs.
- At Winsted Elementary parking is available in front of the school (west side) please observe signs. Parents should **NOT** park on the playground.

## REQUEST FOR DUPLICATE NEWSLETTER, CONFERENCE INFORMATION, PROGRESS REPORTS FOR PARENT RESIDING AT DIFFERENT ADDRESS

If you would like your child's information sent to an additional address, request and return the appropriate information form with your child's classroom teacher.

## CUSTODY ISSUES

In cases of restraining/protection orders involving students, current copies of legal court documents and any information that is relevant must be on file in the preschool classroom. Parents without specific court documents stating otherwise are entitled and have access to all school functions. Staff will not be involved in custody disputes between parents.

## SCHOOL CLOSING

School may be closed by the Superintendent in the event of extreme weather conditions or emergency circumstances.

An official announcement will be made via the Emergency Notification Service as well as radio stations WCCO-830 AM, KRWC-1360 AM, KDUZ-1260 AM or KARP-106.9 FM and TV stations WCCO (channel 4), KARE (channel 11) KMSP



(channel 9), and KSTP (channel 5). Preschool closings will be the same as those for Howard Lake-Waverly-Winsted District #2687.

When adverse conditions exist buses may run late, so we ask that you do not call the school unless necessary. Parents are advised to make provisions for the care of their children in the event of a school closing, late start or early dismissal.

If Howard Lake-Waverly-Winsted starts two hours late, we will cancel morning classes that day but afternoon sessions will meet. If Howard Lake-Waverly-Winsted dismisses early, afternoon preschool may not get picked up or if they are in school students will go on the bus just as they would on their regular schedule.

When school is canceled after it has begun, the teacher will remain until all the children are picked up.

## PARENT/TEACHER CONFERENCES

Pre-Admission conferences are held before preschool starts. This is an opportunity for parents and children to see the room and meet the teacher.

Parent/teacher conferences will be offered in late fall on a sign-up basis. The preschool teachers are available at anytime as needed. A spring conference will be scheduled as needed. We encourage you to schedule a conference or simply call and ask to speak to the teacher whenever a question comes up. We do ask that you not bring other children with you when you visit or to parent/teacher conferences.

Phone numbers and e-mail to reach teachers.

Humphrey Elementary, Waverly 320-543-4680 extension 3168, [phenry-neaton@hlww.k12.mn.us](mailto:phenry-neaton@hlww.k12.mn.us)

Winsted Elementary 320-543-4690 extension 1142, [tdiers@hlww.k12.mn.us](mailto:tdiers@hlww.k12.mn.us)

Early Childhood Coordinator, Ellen Uter, [euter@hlww.k12.mn.us](mailto:euter@hlww.k12.mn.us) Howard Lake 320-543-4670.

## VOICE MAIL & E-MAIL

Do not leave important time sensitive messages for us on voice mail or e-mail. We may not reply in time to address your message.



## PETS IN PRESCHOOL ROOM

From time to time "pets" may be present in the Preschool classroom either on a permanent or temporary basis. These may include, but are not limited to fish, reptiles, rabbits, etc. If your child has any allergies to any type of animal be sure to note it on the child information form. Pets in the classroom will be maintained in a healthy environment and vaccinations where applicable will be current. Children will be supervised while a pet is present.

## SHARING TIME

A monthly newsletter or calendar is sent home to tell when it is your child's turn for sharing time.

We encourage children to bring appropriate sharing time items as they wish, but we do ask that you try to limit them to one item at a time so that we have time for everyone. Do not send anything that is valuable or irreplaceable. Guns of any kind are not permitted in the school building. Also we do not allow other types of inappropriate "toys" such as knives, swords, etc.

If your child brings any type of animal to school (including insects and reptiles, etc.) check with the teacher for a suitable day on which to bring the "pet". Remember to bring the "pet" in a suitable container for handling by small children-no glass! Also plan to stay with the pet and take it home as soon as the children have enjoyed it. All pets must have current vaccinations.

## SNACKS

A snack will be offered to the children each session.

HLWW District 2687 abides by State Health Department recommendations and regulations regarding the serving of food in school. Howard Lake-Waverly-Winsted prohibits the distribution and service of food items including treats which are prepared in individual homes. Food for classroom parties, or any occasion, must be purchased from a store which is subject to state food inspection regulation. All food to be shared with other students must be commercially prepared, pre-packed, unopened and when possible, individually wrapped. This action is needed in order to take a firm preventative stand against the spread of germs and disease.

Realizing that children like to bring snacks to share, we

offer the opportunity for your child to bring a snack such as Ritz crackers, Nabisco graham crackers, Honey Teddy Graham's, saltine crackers, fruit, canned fruit and vegetables.

**\*No cookies, gummy type fruit snacks or fruit roll-ups unless a special occasion.**

Snacks brought at the beginning of each month will be used throughout the month.

Please put your child's name on it.

For any student with lactose intolerance, the school will make available upon written request from a parent:

- Lactose reduced milk
- Milk fortified with lactase in liquid, table, granular or other form, or
- Milk to which lactobacillus acidophilus has been added

## ALLERGIES

Preschool is committed to providing a safe and nurturing environment for students. We understand the increasing prevalence of life-threatening allergies among school populations. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, we are committed to working in cooperation with parents, students and physicians, to minimize risks and provide a safe educational environment for all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

If you have not notified us about your child having an allergy, do so immediately.

## BIRTHDAY TREATS

Sending a special treat to school to celebrate your child's birthday is entirely up to you. However, if you do decide to

send a treat we would like to encourage parents to send a simple, inexpensive treat. Although cupcakes are fun, they are expensive and we have children in our classes that have allergies and often cannot have them because they may contain substances that are harmful to them. Read labels carefully when purchasing treats.

An alternate to food are simple and inexpensive items such as stickers or pencils.



## LATEX PRODUCTS

School District buildings are latex restricted sites. No balloons or other latex products are permitted.

## EARLY CHILDHOOD SCREENING

Early Childhood Screening is required by MN Statutes Prior to kindergarten enrollment. District 2687 offers screening in vision, hearing, growth, immunization status, and skills in thinking, communication and language, large and small muscles and social/emotional development for children who

are between three and four years old. If your child has not been screened, call 320-543-4670, ext. 4.

## FACIAL TISSUE, PAPER TOWELS, DRINKING CUPS AND NAPKINS

Teachers will send home information regarding the opportunity for students to bring facial tissue, paper towels, 5 oz plastic drinking cups and napkins.

## SUPPLIES

- Back pack
- folder

We request that each child bring a school bag large enough to hold shoes and papers. School bag needs to be a minimum of 8½ wide by 11 inches high marked with his/her name.

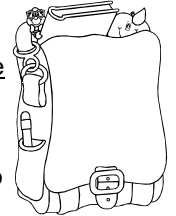
School bags should be the type that goes on the child's back. Keep small/extra pockets on the school bag to a minimum. It is requested to not purchase backpacks with wheels as these are inappropriate for preschool age children.

Check your child's school bag each time they come home from preschool as there may be dated material.

Only items needed for preschool for that day should be in the school bag.

Feel free to write notes, reminders or questions that you have for your child's teacher, and the teacher will do the same.

**All notes should be put in the main pocket of the backpack.** We feel parent/teacher communication is a vital component of a successful school experience.



## LOCKERS/CUBBIES

Children will be assigned either a cubby in the classroom or a locker outside the classroom. Parents who drop off students need to go with the child to their locker/cubby. Help the student hang up jackets, school bag and boots (seasonal) prior to joining the class in the classroom. The school is not responsible for lost or stolen items.

## PERSONAL APPEARANCE POLICY

Dress your child for play and according to the weather.

We cannot be responsible for clothing damaged by paints, etc. Assume that we will paint each day and that paints often do not wash out of light colored clothing.

Be sure your child has boots, mittens (not gloves), and warm clothing in the winter and suitable cool clothing in the warmer weather. Always label jackets and other items, which may become misplaced. Mittens are less likely to get lost if attached to child's coat.

Footwear must be worn at all times. Sandals and open-toed shoes are not allowed. According to District policy, flip flops are not allowed on the playground equipment. **For safety reasons, children should wear tennis shoes. No other types of shoes (i.e. flip flops, slides or sandals).** We go outside

weather permitting and to the gym. \*When wearing boots remember to send shoes. Shoes used only for gym may be requested.

The district reserves the right to take appropriate action when student attire and/or grooming endangers the health, safety, or negatively influences the educational opportunity of students in the Howard Lake-Waverly-Winsted Schools. The district has established no restrictions on student dress or grooming except as follows:

- When the dress or grooming presents a clear and present danger to the student or others health or safety;
- When the dress or grooming interferes with the education process;





- When the dress or grooming creates disorder in the classroom or the school; or
- When it displays logos or references to alcohol, tobacco, or drug products, or their use.
- Hats should not be worn in school, except for special occasions.
- No inappropriate short -shorts/skirts, biker shorts or spaghetti strap/midriiffs style clothing tank tops will be allowed.

### **BUS TAGS**

FOR THE SAFETY OF THE CHILD, BUS TAGS MUST BE VISIBLE AND REMAIN ON SCHOOL BAGS AT ALL TIMES. THIS SHOULD BE THE ONLY ITEM HANGING FROM THE SCHOOL BAG.

### **TRANSPORTATION & SITE LOCATION**

Transportation is currently available according to District 2687 transportation policy. If your child is in need of transportation, they will be placed in a preschool location based on transportation.

### **BUSSING AND TRANSPORTATION CHANGES**

**Notify the preschool teacher and HLWW District 2687 bus garage, 320-543-4650, if your child has a transportation change.** Preschool staff needs to know of any changes 1 week in advance. Be specific with the date, name, address and phone number of the people involved. For the safety of your child, bus changes cannot be done on short notice.

### **STUDENT TRANSPORTATION POLICY**

Bus route assignments and/or bus numbers are subject to change.

The main objective of 4.0 transportation system is to provide your children with a safe and comfortable bus ride. It is important that we have open communication between us, the school district, the driver and the parents.

Minnesota state law states that transportation by school bus is a privilege, not a right. Inappropriate or unsafe behavior could result in the loss of this privilege.

#### **Trespass on a School Bus**

There is a trespassing on school buses law that is now in effect. Minnesota Statute 609.605, Subd4a. (C), "Trespass on school, A person who boards a school bus when the bus is on its route or otherwise in operation, or while it has pupils on it, and who refuses to leave the bus on demand of the bus operator, is guilty of a misdemeanor." Please be aware that the driver is in charge of the bus. If they ask you to get off - please follow their directions. If you do not, it is considered a misdemeanor.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation director. Serious misconduct may be reported to local law enforcement.

Please note that all vehicles are equipped with video cameras and two-way radios, with base stations at HLWW High School, HLWW Middle School, Humphrey Elementary, Winsted Elementary, HLWW Community Education, HLWW District Office, and HLWW Bus Garage. We encourage you to contact us with questions or concerns by calling any of the numbers listed on the front page.

#### **SHUTTLES AND TRANSFERS**

Preschool and Elementary students attending school in Waverly or Winsted may switch to a different bus during their route. The bus will stop at the elementary school and students who need to travel to the middle school/high school will get on a different bus. To avoid having elementary students travel to the middle school/high school and then back to the elementary school as much as possible, those students may transfer to a bus that stays in the area, rather than traveling to Howard Lake.

### **IMPORTANT INFORMATION ON PICK-UPS AND DROP-OFFS\***

There **will not** be any changes made to routes the first two weeks of school!

Wherever possible, bus stops will be combined to reduce the number of stops and distance traveled. Bus stops will be no more than ¼ mile from end of driveway.

Buses **will not** go up driveways to pick up or drop off students. Bus stops may not be visible from your home. Bus stops are collector points in the neighborhood and at generally located comers. If a parent/guardian is concerned about watching their child at the stop they will need to walk with them and supervise them at the bus stop. Daylight savings time/ dark roads or cold weather **do not** determine stop changes.

Generally, we will not have busses travel into cul-de-sacs, private roads, dead-end streets or other areas where transportation is not able to safely and efficiently access. All students, regardless of age or grade, including pre-schools and daycares who reside in these type of areas, will need to walk or get a ride to the assigned bus stop.

All pick-up and drop-offs shall be consistent DAILY to eliminate the possibility of confusion on the part of all drivers, riders, school officials, and the transportation dept. There will only be one pick up/drop off per day. We will not be able to accommodate a weekly revolving schedule. Example: Every Monday will be the same pick up and or drop off spots. We will not do an every other Monday schedule. This includes children going to daycare. If a daycare provider is closed, it is the responsibility of parent/guardian to make other arrangements to get your child to school.

#### **\*\*Bus drivers do not have the authority to make bus stop changes!**

Buses have a 5 minute window before and after scheduled time. Scheduled times are subject to change throughout the year with students being added to or taken off the bus. Students need to be outside waiting at their stop. Buses will stop at every stop but it is not the driver responsibility to wait for anyone. If there is a sub driver they are instructed by to stop and proceed if no one is in sight. If it is cold or rainy weather it is parents/guardians responsibility to have children dressed appropriately.

A temporary/short-term reassignment of the designated bus stop may be approved if the request can be accommodated with another existing bus route and bus stop, provided there is available seating. This request must be submitted in writing to a building administrator or secretary and the transportation department 48 hours before the requested date of change.

If you have any questions, please contact Nicole McKee, Transportation Director at 320-543-4650 or by email at nmckee@hlww.k12.mn.us

#### **SAFETY EQUIPMENT**



All school buses operated by 4.0 School Services are inspected annually and meet Minnesota and DOT standards plus carry additional equipment including video cameras, double crossover mirrors, lights on the stop arms and two-way radios.

### **PARENTS' ROLES**

Each year we travel tens of thousands of miles transporting students to and from school and to school-related activities. Our goal is to accomplish this task safely and efficiently. Bus drivers have their hands full operating the bus safely with 70 or more children behind them. Safety awareness must begin at home.

- Stress the importance of remaining seated and quiet while the bus is moving. (Compare it to driving your car with several rambunctious, noisy youngsters jumping around in the back seat.)

- Train your children not to automatically expect traffic to stop for the red flashing lights. Many motorists fail to see or simply ignore the warning lights. Look before you cross.

- Have your children dress properly for bad weather. Vehicles can be delayed under such conditions. Proper dress will keep them comfortable if a delay occurs. Bright colors will make them more easily seen as winter brings dark mornings and snow piles around bus stops.

- Establish a leave time to get to the bus stop. A few minutes early will assure them catching the bus and keeping it on schedule.

### **SAFETY TIPS**

**Waiting:** Wait quietly away from traffic. Wait until the bus door opens. The bus could skid when stopping on the gravel or ice.

**Loading:** Quickly take your assigned seat and remain seated. A quick start may knock you down if you are not seated.

**Unloading:** Remain seated until the bus stops. Braking could cause falls and injuries. Move away from the bus quickly. There is a danger zone in front of and near the bus wheels. Wait for the driver's signal. The driver will signal when it is safe to cross. Students shall not board or exit the bus at any but their designated stop. We are responsible for your safe transportation to and from your stop.

**Riding:** A safe and more pleasurable ride can be accomplished with the full cooperation of students with the drivers. This includes a discipline policy which the School District has adopted to deal with behavioral problems. The following steps are necessary for the driver to keep the bus safe, orderly and clean:

- Follow the driver's instructions - his/her full attention must be on driving safely.
- No throwing of anything.
- No abusive language, harassment or fighting.
- No food or drink on the bus.
- No pets or animals on the bus.
- No general abuse on the bus. Students will pay for vandalism.
- Overall avoid behavior that could cause discomfort to another student and/or the safe operation of the bus.
- Students who choose to disregard these safety rules will be given a Bus Report and dealt with by the administration.

### **Cellular Devices on Buses**

- Cellular device usage by students while riding to and from school on the bus, or on the bus during school-sponsored

activities is at the discretion of the bus driver and/or the student advisor/supervisor.

- Distracting behavior which creates an unsafe environment will not be tolerated.
- Cellular cameras and audio/video recorders may not be used on the bus.
- Keep light on low settings and absolutely no FLASH at any time is allowed while bus is moving.





## HLWW Public Schools ISD #2687

### *Mission*

"The Mission of HLWW Public Schools is to prepare students for life by engaging them in meaningful learning experiences."

### *Goal Areas*

- **Literacy** – To understand that the key to success for an individual and our society is to be literate.
- **21<sup>st</sup> Century Technology** – To use and apply, in order to learn and achieve.
- **Social Emotional Learning** – To know and show what it means to be a LAKER.
- **Choice Readiness** – To believe that you can be whomever you want to be in the future.
- **Service to School and Community** – To show pride in where you come from through your words and actions.

### *Lakers Are...*

**Learners**– Everything you do is an opportunity to learn to better yourself and others.  
**Accountable** – Set goals and follow-through.  
**Kind** – Practice compassion for the benefit of self and others.  
**Empowered** – Make an impact in all aspects of your life and in the lives of others.  
**Resilient** – Never give up and don't be afraid to ask others for help along the way.

### *Motto*

Excellence Through Education

### *Hashtag*

#LAKERproud



# HLWW Public Schools

## 2024-2025

### Academic Year Calendar Preschool

#### Version

FINAL

**Key**

	No School		2 HR Late Start
	Workshop (no students)		Comp Day (no students/staff)

Approved revised calendar 4-8-2024; updated 5-8-24

September						
Su	M	Tu	W	Th	F	Sa
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					

October						
Su	M	Tu	W	Th	F	Sa
		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						
Su	M	Tu	W	Th	F	Sa
					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

December						
Su	M	Tu	W	Th	F	Sa
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						
Su	M	Tu	W	Th	F	Sa
			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	

February						
Su	M	Tu	W	Th	F	Sa
						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	

March						
Su	M	Tu	W	Th	F	Sa
						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						
Su	M	Tu	W	Th	F	Sa
		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			

May						
Su	M	Tu	W	Th	F	Sa
				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

#### Events/Holidays

September 3-6	Prescheduled pre-admission conferences
September 9 or 10	First day of preschool
October 4	Scheduled late start no morning preschool
October 16-18	Education MN Fall Holiday (no school)
November 4	Teacher Workshop (no students)
November 27-29	Thanksgiving Break (no school)
December 13	Scheduled late start no morning preschool
December 23-31	Winter Break (no school)
January 1	Winter Break (no school)
January 17	Teacher Workshop (no students)
January 20	Martin Luther King Day (no school)
February 7	Scheduled late start no morning preschool
February 17	President's Day (no school)
March 21	Teacher Workshop (no students)
March 24-28	Spring Break (no school)
April 11	Scheduled late start no morning preschool
April 18	Good Friday (no school)
May 23	Last day of preschool
May 26	Memorial Day (no school)



HLWW Public Schools may use E-Learning Day plans for weather related closures. State Law allows for 5 E-Learning Days in a school year.