

Frequently Asked Questions/2023-2024

USD 305 Preschools

Enrollment Information

How old does my child have to be to enroll in USD 305 preschool?

Students must be three (3) years old on or before August 31 of the current school year. You must present a birth certificate or other legal proof of date of birth before enrolling a child entering school for the first time.

How do I find the school that my child will attend?

The address of your primary residence as legal parent(s) or guardian(s) will determine which school your child should attend. You will need to provide proof of residence at enrollment. Class size is limited (See teacher/student ratio). If your neighborhood school is full and there are openings at other schools, you will be contacted by Heartland Early Education to discuss options.

Where do I find school contact information?

The USD 305 district website (www.usd305.com) provides contact information for each elementary school and Heartland Early Education.

Is USD 305 a universal preschool?

USD 305 is not currently a universal preschool. We currently serve At-Risk and Special Education students only. To learn more:

https://www.usd305.com/for_parents/early_childhood_education/305_preschool

What does the USD 305 Preschool enrollment process look like?

https://cdnsms12.sharpschool.com/UserFiles/Servers/Server_11937635/File/For%20Parents/Early%20Education/305%20and%20Heartland%20enrollment%20process.pdf

What is Skyward and what information do I need to know about it?

Skyward is a student database for the school system.

- Initial access into Skyward is given when you register your child. After July, you will receive enrollment information to start the enrollment process.
- This database system will allow you to access your child's information. It will allow you to update your contact information such as address, phone numbers (work, cell, home), emergency contacts, and e-mail address.
- By updating your information, it will allow the school to send you important notifications such as school closures and school events. It is also important to have this information updated so the school can reach you in case of an emergency with your child.

I have children enrolled in school. Do I need to enroll my upcoming preschooler at the Walk-In Enrollment or can I just enroll him/her online with the rest of the siblings.

If you have completed the application process and have been accepted by Heartland Early Education, you will need to register your upcoming preschooler on Skyward. In July when you get an enrollment letter, you will need to add your child to your to the family enrollment online. If you do not get an enrollment letter from the district in July for your preschoolers or you would like assistance completing the process, you will need to attend Walk-In Enrollment.

What do I need to bring to Walk-In Enrollment?

You will need to bring your child's birth certificate, copy of current immunizations, completed physical form, and proof of residency.

What do we need to do if we move to a new school during the summer?

Please contact Heartland Early Education at 785-309-5000 and ask the Intake Specialist to update you in the system. This can change which school your child will be placed.

What information do I need to have ready to provide for the enrollment of my child?

- Birth Certificate (hospital or official state copy), or copy of a court order placing the student in adult's custody, or baptismal certificate
- Current immunization record
- Copy of health physical exam (Kansas Health Assessment) completed by an approved health care provider within 12 months of the enrollment date
- Proof of residence dated July 2023 or after

How do I get a copy of my child's official state birth certificate and what is the cost?

- Go to <https://www.kdhe.ks.gov/1186/Birth-Certificate> and choose which option suits your needs.
- Birth certificates cost \$20.00. The total cost will vary depending on how you choose to have it delivered.
 - Walk in – Topeka - \$20.00 birth certificate
 - Download and fill out the official form and provide a self-addressed envelope and have it mailed to you - \$20.00 birth certificate fee and no additional charge
 - Mobile App – Download the IKAN app - \$20.00 birth certificate plus \$5.00 processing fee
 - Internet – www.vitalchek.com - \$15.00 birth certificate plus \$13.95 service fee

Starting School Questions

When is the first day of preschool?

The first day of preschool is Wednesday, August 16, 2023.

What are the arrival and dismissal times?

Classrooms operate a morning class from 8:00 a.m. to 11:20 a.m. and an afternoon class from 12:10 p.m. to 3:30 p.m. - Monday through Thursday. There is no school on Friday.

Does the preschool follow the USD 305 school closure schedule?

Classrooms follow the USD 305 school closure schedule. If school has a late start, morning classes will be cancelled. Afternoon classes will still go at their regular time. A school calendar with the full list of closures is provided to you at the beginning of school.

Will I get a tour of the school building before school starts?

Check with your assigned elementary school. Some schools will have a "Meet your teacher" event prior to school starting.

Will my child be able to ride the school bus?

Limited transportation is available at all sites. Children must meet certain criteria to qualify.

Does an adult need to be present when the bus drops off my child from school?

You must have an adult or older present to meet the bus. These individuals must be established with Durham at the beginning of the school year.

Does my school have an after school programs available my child can attend?

At this time, there are not any after school programs available for preschool students.

Will my child be served meals at school?

All schools at USD 305 participate in the National School Lunch Program. Breakfast and lunch are served at school. There is a charge for meals. Your family may be qualified for free or reduced meals as part of your application process for preschool. You can also apply for reduced or free meals during the enrollment process or at your child's school.

Preschools are served the following meals:

- AM Session – Breakfast PM Session – Lunch

Can I eat lunch with my child?

Yes, it is best to contact the school office to learn about the best way to schedule lunch with your child.

If I want to visit my child's school, what will I need to do?

Parents are welcome to visit their child's classroom. Parents should schedule with the front office to get principal approval, before visiting to verify schedules and to provide for meaningful observations. Please stop by the office, sign in and get a visitor's badge.

Is there an attendance policy for Preschool?

Making sure your student attends school every day is one of the most important things you can to help your student succeed in school.

- When reporting your child absent or tardy, you must contact the school by 9:00 a.m. each time your child is absent.
- Messages can be left on the school's answering machine during non-school hours.
- Your child will be unexcused if the school does not hear from you. This is for the safety of your child.
- Please provide an appointment card if your child has missed all or part of the school day due to an appointment.

Will my child be given a developmental screening at the start of school?

Your child will be given an ASQ-3 and an ASQ-SE-2 screening at the beginning of the year.

These are helpful for the teacher so they can:

- Individualize instruction,
- Help with classroom planning
- Design the environment of your child's classroom to meet your child's needs

When and how will I be given the information to fill out the ASQ screening?

This will vary from school to school. Most schools will send the ASQ's out electronically and others use the paper version. After your teacher receives the completed ASQ, they will score the screener and review the results with you.

Will my child get screenings at school?

Vision, hearing and dental screenings will be conducted during the school year. If your child's screening reveals any concerns the school nurse will contact you and further evaluation may be recommended for your child.

Medication Policy

My child will need to take medication at school. What is your policy?

You will need to contact the school nurse for further instructions.

USD 305 Permission for Medication:

https://cdns12-sharpschool.com/UserFiles/Servers/Server_11937635/File/School%20Nurses/blank%20medication%20form.pdf

What will my child's preschool day look like?

What is the curriculum?

Our early learning classrooms utilize the Core Knowledge Preschool Sequence which is based on extensive research and developmentally appropriate practices. The sequence offers a clear progression of skills for children three to five. Through this curriculum, teachers are able to provide strong foundational content for children as they move into kindergarten.

What is the daily schedule?

The daily schedule is predictable and follows a regular routine. There is a balance between teacher directed activities (small group/whole group) and student selected activities (free play). Whole group and small group gatherings are short and transitions are limited. Extended blocks of time are provided to engage children in play and to allow for investigations and explorations.

What is the teacher/student ratio?

The ratios in our classrooms vary, depending on the needs of the students. Each of the classrooms has a lead teacher with support staff and maintains a 1:10 teacher/student ratio or better.

What supplies do I need to provide for my child?

- Backpack with child's name on it
- Change of clothing (Your child may be potty-trained but sometimes spills, playtime outside may require a change of clothing)

Can I donate school supplies to my child's classroom?

Yes, it is at your discretion to give to the classroom. Please have a conversation with your child's teacher to see what items may be helpful for the classroom.

Who will be my child's teacher?

- **Coronado** – Ms. Allyne Purdy
- **Cottonwood** – Ms. Amanda McKee
- **Heusner** – Ms. Jordan Vignery
- **Meadowlark** – Ms. Amy Bunting
- **Oakdale** – Ms. Richelle Ross
- **Schilling** – Ms. Julie Krich
- **Stewart** – Ms. Peggy Aschenbrenner
- **Sunset** – Ms. Shannon Jones

How will my teacher communicate with me?

Each school and teacher will have his or her own form of communication. Some teachers use Dojo, some have a private Facebook page, etc. Please ask your teacher how she will be sharing information with you and how you would like information communicated to you.

How can I support my child's learning at home and school?

Parent engagement is important to our program. We support parents as their child's teacher, nurturer and advocate. Parents are encouraged to share their skills and interests with the program. Ways you can support your child's learning include:

- Attend family nights
- Participate in classroom events
- Participate in school events
- Attend field trips
- Volunteer in your child's classroom
- Participate in parent/teacher conferences
- Participate in your school's PTO
- Volunteer in the library

Who are the special services staff that may work with my child?

- Licensed Special Education Teachers
- Licensed ESOL Teacher
- School Psychologist
- Speech/Language Pathologist
- Occupational/Physical Therapists/Gross Motor Facilitator
- School Nurse
- Social Worker/Behavior Specialist
- Integration Specialist

Who are the other staff that may work with my child?

- Librarian
- Lead Teacher
- School Nurse
- School Counselor

For more information go to our Early Childhood Education website:

https://usd305.com/for_parents/early_childhood_education