

Summary of Changes/Updates to LES Typical Preschool Handbook:

- Updated dates to reflect 2018-2019
- Updated OES preschool teacher
- Updated payment schedule
- Removal of use of transportation

# Northern Wells Preschool Handbook 2018-2019

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## Philosophy

The Northern Wells Community Preschools offer a well-developed program that reaches out to each, individual child. Our goal, as a program, is for each child to grow and advance with motivation from themselves as well as their peers and educators. In alignment to the Norwell Graduate Profile, our educated staff will encourage respectful manners as well as age-appropriate responsibility. Students and teachers will work beside each other to reach our goals as a program.

An inclusive and nurturing environment will promote a positive attitude towards learning for our students as well as being goal-orientated. We will support each child through open-minded discovery and guide our students in becoming effective problem-solvers.

Communication will play a large role in our programs as we will encourage positive and respectful communication between peers and adults. It is with our best interest that each child will grow in these areas and work towards reaching their full potential. We look forward to moments of learning, laughing, and self-growth each day in our classrooms. With the support from parents and teachers, we feel strongly that your child will have a positive experience in our program.

## Class Schedule:

\*\*Classes in session may vary each year. Below are the classes offered, pending enrollment:

Class	Monday	Tuesday	Wednesday	Thursday	Friday
<b>3-Day Class 4yrs. Old by 8-1</b>	9:00-11:30 AM \$85 monthly		9:00-11:30 AM		9:00-11:30 AM
<b>2-Day Class 3yrs. Old by 8-1</b>		9:00-11:30 AM \$75 monthly		9:00-11:30 AM	
<b>3-Day Class 4yrs. Old by 8-1</b>	1:00-3:30 PM \$85 monthly		1:00-3:30 PM		1:00-3:30 PM
<b>2-Day Class 3yrs. Old by 8-1</b>		1:00-3:30 PM \$75 monthly		1:00-3:30 PM	

## Tuition

Tuition will be due Monday or Tuesday of the first full week of the month, depending on which class your child attends. This can be sent with your child in an envelope or folder. If the payment is not received by the second Monday or Tuesday of the month, your child will be withdrawn from the preschool. The tuition payment schedule is attached at the back of the handbook.

## Delays and Cancellations

The Northern Wells Community Preschools at Ossian and Lancaster campuses will follow the NWCS delay and cancellation schedule. If NWCS are on a 2-hr delay, the schedule will be:

AM classes: 11:00 – 1:00. Snack will stay as scheduled, please feed your child lunch or a snack before coming to class.

PM classes: 1:30 – 3:30. Snack will stay as scheduled.

With this schedule, both classes are still given the opportunity to attend on delay days. If NWCS is closed, preschool classes will not meet.

## Arrival and Dismissal

Each child will have a paper plate with their name printed on it for vehicle use. Please have this plate in the front window of the vehicle when dropping off or picking up your child.

Classes in session each year may vary; below are the procedures for all classes offered in our program.

**Ossian AM class:** Children will be dropped off at Door 1 for arrival with the rest of the elementary car-riders. Someone will be inside the doors to greet your child and see that they get to their classroom where their teacher will be. At the end of the day, they will be dismissed as their parents pull up in line at door 1. The teacher and assistant will work together to get them to their vehicles in a safe and orderly manner.

**Ossian PM class:** Children will be dropped off at door 1 for arrival. They will be greeted by staff and directed to their classroom where their teacher or assistant will be. At the end of the day, students being picked up by an adult will be in the gym where parents come in to sign their child out. Preschoolers will stay together in a specific area of the gym with a teacher where parents can come and get them.

**Lancaster AM class:** Children will be dropped off at Door 1 for arrival with the rest of the elementary car-riders. Someone will be inside the doors to greet your child and see that they get to their classroom where their teacher will be. At the end of the day, they will be dismissed as their parents pull up in line at door 1. The teacher and assistant will work together to get them to their vehicles in a safe and orderly manner.

**Lancaster PM class:** Children will be dropped off at door 1 for arrival. They will be greeted by staff and taken to their classroom where their teacher or assistant will be. At the end of the day, students being picked up by an adult will be at door 2 in the Bobcat Care room where their parent will come in to pick them up.

## Pick Up Policies

1. If someone other than the typical person is picking your child up, there needs to be a written note with the date and signature. This person will need to be on file as one of the child's other pick-up options.
2. If all of the cars in the pick-up line have received their child and left, this will count as a late pick-up. After your first late pick-up, there will be a fine. For every 5 minutes, there will be a \$5 fee. After multiple offenses, the child is subject to removal from the program.

## Curriculum

The curriculum used for the NWCS Preschools has been specifically developed for this program. The curriculum has been put together to reach the key aspects of development including social/emotional, intellectual, physical, cognitive, and behavioral. Key developments and standards have been aligned with the Foundations to Indiana Academic Standards. Combined approaches of self-led discovery and teacher-guided learning will give children a range of opportunities to learn throughout each day in our classrooms.

Each week will have a focus letter, number, color, and shape. These learning concepts will be incorporated in activities that students will engage in through the week. There will be weeks at the end of month to review these focuses. We will also have themed learning activities that will have a one or two-week length focus. These themes will vary throughout the year and sometimes will correspond with seasons or holidays.

The child's progress will be assessed through observation in a natural way through the child's activity during the day. This will allow teachers and parents to see their progress throughout the year and track their development. The assessment will be used to track and record student's development. We will strive for continual progression through the year and are open to discussing your child's development if you have questions or concerns regarding their progress.

## Classroom Safety Procedures

Each classroom will follow the school safety procedures. Fire and tornado drills will correspond with the location of the classroom in the building and each class will participate in fire and tornado drills. Overall safety procedures will be implemented in each classroom including following First Aid guidelines and school safety rules listed in the OES and LES Parent and Student Handbook **2018-19**. We will also use precautionary measures to keep our toys and supplies clean.

## Illness Policy

The nurse in each building will be available during class times if health assistance is needed. If your child is ill or has any symptoms of a contagious illness, please keep them home. This includes, but is not limited to: *fever, strep throat, vomiting, diarrhea, pink eye, skin rash, or lice*. If your child has been sent home or diagnosed with any of these symptoms or illnesses, they must remain SYMPTOM FREE for 24 HOURS before returning to school. This will prevent spreading illnesses within the classroom and help keep our children healthy. Overall, illness policies will be implemented in the preschool classroom following the illness guidelines listed in the OES and LES Parent and Student handbook **2018-19**.

## **Behavior Expectations and Disciplinary Policy**

It is our expectation that our classrooms will be an example of a positive learning experience. In order for this to be consistent, we will be implementing a positive reinforcement behavior plan instead of focusing on a child's negative behavior. This behavior plan will reinforce good behavior by putting the emphasis on positive behavior and children seeing the outcome of those decisions to behave in a respectful manner. When a child's behavior becomes disruptive or unsafe, they will be dealt personally, in an appropriate manner. It is our goal to turn negative behavior into a learning experience, helping children understand WHY their behavior is not allowed in school. Overall, behavior and discipline policies will be implemented in the preschool classroom following the behavior and discipline guidelines listed in the OES and LES Parent and Student handbook 2018-19.

## **Snacks and Birthday Treats**

Snacks will be provided each day by a rotating schedule. Each month, there will be a snack calendar sent home with the child's name marked for which day they are responsible to bring snack. This snack must be store bought and relatively healthy. If you need ideas, please talk to the teacher or other parents for ideas.

Birthday treats will serve as that day's snack. A child's birthday will be celebrated on their class day or a class day close to their birthday. These can be a "treat" that doesn't have to be as healthy as regular snacks, but still store-bought. If your child has a birthday that is not during the school year, the parents and teacher can discuss a day through the year to celebrate their birthday if desired.

## **Communication**

Throughout the year, families will receive updates, via newsletter and email, from their child's teacher. These updates will contain information on classroom activities, academic focuses, special events, and upcoming celebrations.

Please know that all teachers, staff, and parents are encouraged to promote open lines of communication with our families. Two way communication is imperative, as we strive to create an environment in which your child can be optimally successful. If you have concerns, please discuss these directly with your child's teacher before contacting administration. Email will be the first line of communication and if you wish to meet in person that can be determined for a later time. We feel this is the most efficient way of communicating to keep the focus on the children during their time at school.

# Tuition Payment Schedule

Please make checks payable to Lancaster Elementary School or Ossian Elementary School.

## **MWF Class**

Monday, September 5<sup>th</sup>, 2018

Monday, October 1<sup>st</sup>, 2018

Monday, November 5<sup>th</sup>, 2018

Monday, December 3<sup>rd</sup>, 2018

Wednesday, January 9<sup>th</sup>, 2019

Monday, February 4<sup>th</sup>, 2019

Monday, March 4<sup>th</sup>, 2019

Monday, April 1<sup>st</sup>, 2019

Monday, May 6<sup>th</sup>, 2019

## **T/TH class**

Tuesday, September 4<sup>th</sup>, 2018

Tuesday, October 2<sup>nd</sup>, 2018

Tuesday, November 6<sup>th</sup>, 2018

Tuesday, December 4<sup>th</sup>, 2018

Tuesday, January 8<sup>th</sup>, 2019

Tuesday, February 5<sup>th</sup>, 2019

Tuesday, March 5<sup>th</sup>, 2019

Tuesday, April 2<sup>nd</sup>, 2019

Tuesday, May 7<sup>th</sup>, 2019