

# Preschool Parent Handbook 2021-2022

“We do the same things in our own special way.”

Lancaster Central Elementary

260-565-3135

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Extension 5101

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Principal – Ginger Butcher

## **ABOUT OUR PRESCHOOL**

The preschool at Lancaster Central Elementary is an integrated preschool where students with and without special needs attend preschool together. The staff consists of a certified special education teacher and at least one teacher's assistant.

The curriculum, which serves 3, 4, and 5 year-old children, includes activities in self-care, cognition, fine motor, gross motor, language, and social skills. A regular preschool curriculum is used and our goal is to help each child develop the skills needed to be successful learners.

We strive to make learning fun in our preschool so your child will enjoy school and therefore have a positive attitude about school. Parents are welcome to visit, and we always appreciate your help on field trips and party days.

## **DAYS PRESCHOOL IS IN SESSION**

The preschool program is three days a week (Monday, Wednesday, and Friday). In addition to the above listed three days, our students with special needs will also attend on Thursdays.

The teacher is available on Tuesdays for conferences, preschool screenings, and evaluations.

## **HOURS**

Morning class - 9:00 to 11:45 a.m.

Afternoon class - 12:45 to 3:30 p.m.

## **ARRIVAL AND DISMISSAL**

The safety of the children is our top priority; therefore, we will follow these steps for arrival and dismissal.

### **AM Class Arrival**

Please park at the curb at door # 2, located on the southwest side of the building, and remain in your car. A preschool staff member will come to your car and get your child and walk him/her inside the school where he/she will wait with a staff member until all students have arrived. If possible, please have your child unbuckled before the staff member gets to your car.

If you arrive after 9:00 a.m., you will need to come into the school office at door #1. A staff member will walk your child to the preschool classroom.

### **AM Class Dismissal**

We will dismiss at door #1 at 11:45 a.m. You may park at the curb and a preschool staff member will bring your child to your vehicle. If you can do so safely, please pull away from the car line to buckle your child into his/her car seat.

### **PM Class Arrival**

You may park along the curb at 12:45 at door #1. A preschool staff member will come to your vehicle to get your child and walk him/her inside the school where he/she will wait with a staff member until all students have arrived. If possible, please have your child unbuckled before the staff member gets to your car.

If you arrive late and we are no longer at door #1, you will need to come into the school office at door #1. A staff member will walk your child to the preschool classroom.

### **PM Class Dismissal**

Please park at the curb at 3:30 at door # 2, located on the southwest side of the building, and remain in your car. A preschool staff member will bring your child to your vehicle. If you can do so safely, please pull away from the car line to buckle your child into his/her car seat.

\* \* \* Procedure for dismissing older siblings with their preschool sibling.

If you would like for your older child(ren) to be dismissed at door #2 with their preschool sibling, please send a note to the older sibling's teacher and to the preschool teacher asking to do so. The preschool teacher will need the teacher's name of your older child. If the older sibling is absent, it is important that you inform the preschool teacher of their absence. If your preschooler is absent, your older child should still come to the preschool to be dismissed from door #2.

The LES doors are locked at all times for your child's protection. When visiting the school you will enter through the main office at door #1. The main office door operates on a buzzer system. In order to enter the office you will need to ring the buzzer and wait for the door to be released. You must sign in at the main office and get a parent pass.

## **DELAYS/CANCELLATIONS**

The preschool follows the Northern Wells School calendar. This also applies to delays and cancellations. If there is a 2-hour delay, the preschool will follow the below schedule. Please listen to the local radio/TV stations for these announcements. You can also register with a TV news station to have a text message sent to your phone about delays/cancellations for Northern Wells Community Schools.

### **2-Hour Delay Schedule**

AM class: 11:00 to 12:45

PM class: 1:45 to 3:30

## **FEES**

There is a \$30 supply fee for ALL students. This fee is used for crayons, glue, paint and other materials needed for projects during the year. You do not need to send in these items. The supply fee can be paid in August or with the first tuition payment in September. Please make checks payable to Northern Wells Community Schools (NWCS).

## **TUITION**

Monthly tuition is due from September through May for the “typical peers”. This tuition does not apply to our students with special needs. The tuition is due by the first Monday of each month. Please refer to the last page in this handbook for these dates. If payment is not received by the second Monday of the month, your child will be withdrawn from the preschool. There will be full charge for months with a vacation.

Tuition rates are:  
\$60 for three days  
\$40 for two days

## **ITEMS YOUR CHILD WILL NEED**

- Book bag (regular size); the small bags do not hold your child’s papers/projects very well. Your child’s book bag needs to be sent every day.
- A labeled change of clothing to be kept at school in case of accidents. We will return the clothing at the end of the year. Please send a pair of underwear, socks, shirt, sweats or pants in a sack marked with your child’s name. Try to send in old clothes that your child will not miss wearing.

- A donation of a box of tissues is appreciated.
- Diapers and a box of wipes (if applicable).

## **MARK YOUR CHILD'S NAME**

Please mark your child's name inside his/her coat, on the inside of a strap on the back of the book bag (so the name cannot be seen by strangers) and on show and tell items such as books, etc.

## **ILLNESS**

If your child is ill, please call and leave a message on my voice mail (ext. 5101) or ask to talk to myself or my assistant.

The preschool will follow the corporation's guidelines concerning Covid-19. Please refer to the NWCS website for these guidelines.

## **SNACK SCHEDULE**

Snack time offers a great opportunity for children to socialize and communicate their wants and needs. Self-help skills such as hand washing, self-feeding, and cleaning up are also accomplished through snack time. Good manners are encouraged.

We ask each parent to provide snacks once a month. A calendar is sent home each month that will indicate the day your child is to bring snack. Please send a snack that has been purchased from a store. Indiana state regulations require store-bought snacks to ensure the snack has been prepared in accordance with health codes. Good snacks are pretzels, crackers (can be cheese or peanut butter filled), animal crackers, cheese sticks. You are not limited to these items; the children often enjoy bringing their favorite snack to share. The day your child will celebrate his/her birthday in the classroom is marked with "B-Day" on the snack calendar.

## **SHOW AND TELL**

Show and Tell is every Friday in Preschool. Please make an effort to help your child choose a show and tell item – the children absolutely love to bring something from home and this is a wonderful way to work on communication skills. You can help your child think of what they want to tell about the item. Often they bring a favorite toy, doll, stuffed animal, a collection, costume, or picture(s). They can bring one or two items. Toy weapons (knives, guns, swords) are not allowed.

If your child has a special show and tell that he/she would like to bring in, please check with me. We can do special show and tell on any day that is convenient for you.

## **TUITION PAYMENT SCHEDULE 2021-2022**

Please make checks payable to Northern Wells Community Schools (NWCS). Payment is to be made on the first Monday of each month. If payment is not received by the second Monday of the month your child will be withdrawn from the preschool. Tuition is \$60 a month. Please give your payment to the preschool teacher or assistant. You will be given a receipt for the payment.

September 13, 2021 + \$30 supply fee if not already paid

October 4, 2021

November 1, 2021

December 6, 2021

January 10, 2022

February 7, 2022

March 7, 2022

April 4, 2022

May 2, 2022