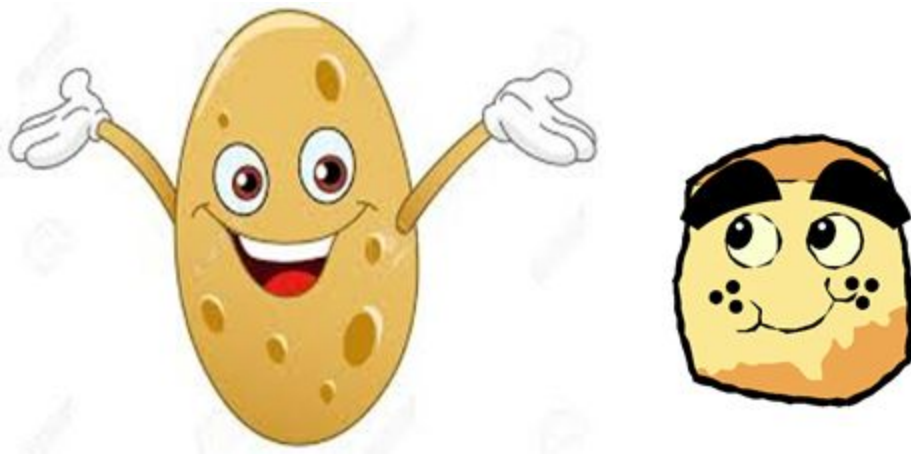


Welcome to
Eminence Community Preschool
Taters and Tots



Parent Information Packet
2019-2020

**Eminence Elementary School
6760 State Road 42 North
Eminence, IN 46125**

PK-12 Office:

Phone: 765-528-2222

Fax: 765-528-2276

Guidance Office:

Phone: 765-528-2141

Fax: 765-528-2279

Principal:

Mr. Dustin Adams

DAdams@eminence.k12.in.us

Dean of Students:

Ashley Wilcoxon

AWilcoxon@eminence.k12.in.us

Guidance Counselor:

Ms. Hannah Sightes

HSightes@eminence.k12.in.us

Preschool Instructors:

Mrs. Kemp

Preschool@eminence.k12.in.us

ECSC Mission

We believe that it is the shared responsibility of the students, parents, teachers, staff, administrators and community to provide a creative learning environment where each child can develop intellectually, socially, emotionally and physically to master the essential skills necessary to become successful, lifelong learners.

ECSC Vision

"A Great Place to Learn!"

Preschool Mission Statement

To ensure that all students attending our preschool develop a positive self-concept, the ability to problem solve, the ability to negotiate with their peers, and engage in a variety of hands-on, language rich, learning experiences that will establish the foundation for lifelong learning.

Class Theme

Grounded and Growing

P.R.I.D.E Pledge

Plan to succeed

Respect yourself and others

I will do my personal best

Do the right thing

Everyone is responsible, today and every day

Belief Statements

- We believe that families are the primary teachers for their children
- We believe that all children have the capacity to learn and grow as individuals
- We believe that young children learn best by doing
- We believe that children learn through active involvement with their environment
- We believe that each new experience adds to the learning process
- We believe that children learn best through play

Goals & Objectives

Social Emotional Development:

- Each student will develop a positive sense of self worth
- Each student will develop the confidence to challenge himself/herself
- Each student will develop an acceptance and appreciation of the similarities and differences among everyone

Cognitive Development:

- Each student will expand his/her play skills
- Each student will build upon his/her problem solving skills
- Each student will acquire concepts and information that lead to a greater understanding of his/her world

Speech and Language Development:

- Each student will expand upon his/her ability to communicate with friends during play
- Each student will expand upon his/her ability to communicate wants, needs, ideas, and thoughts
- Each student will expand upon his/her understanding of language

Physical Development:

- Each student will participate in a wide variety of games and activities with friends that incorporate both fine motor and gross motor skills

Preschool ABC's

Refer to this handbook for information pertaining to the current school year.

A

At Drop Off

All students must be dropped off at the North Doors (Door #5) beginning at 8:00 AM (8:30 AM on Wednesdays).

At Pick-up

All students must be picked up within five (5) minutes from the end of class. Parents must pick-up their students at North Doors (Door #5). All students will need to be signed out with the teacher by a parent/guardian. Please be prepared to show proper identification (i.e. Driver's License, State ID) to verify identity.

- If you are picking up a Preschooler please park along the curb by the North Doors (Door #5). An administrator/Teacher will be out to your vehicle to check I.D. and get your signature.

B

Birthdays

Birthday treats are welcome in our classroom. All treats need to be store bought and packaged. Please contact the Preschool Instructors ahead of time to discuss possible food allergies.

Bugs

We sometimes find unwelcome guests in the classrooms in the form of bed bugs or head lice. It is never our intention to embarrass our students. The procedures we have put into place are for the safety of all our students.

Students are not allowed to bring backpacks, blankets, pillows, or toys to the classroom. Clear totes will be used in the classroom for jackets and coats.

BED BUG PROCEDURE:

Eminence will work with the parents of any student in an infested home to develop strategies for preventing the further spread of bed bugs. If a student is found to have a bed bug on their clothes or belongings:

- The student will go immediately to the school clinic so our nurse can examine the student's clothing and other belongings.
- Parents will be notified that 2 sets of extra clothing must be brought to school for the student to change into once they arrive at school.
- The student clothing, except for underwear must be changed. The student will place on a new set of clothes brought in by the parents and washed by the school.
- All belongings such as backpacks, lunch boxes, will also be examined and placed in a plastic bag.
- Bed bug bites will be counted on the student daily and a report will be sent to parents if new bites are found.
- It is our goal to work with parents before notifying Child Protective Services and the Health Department.
- Students will not be excluded from school unless the student continues to show new bites.

C

Classroom

Our class will establish common procedures for daily progress. We will work together to keep a clean and safe environment.

D

Daily Schedule

3-4 year olds:

- Check in- Each student will find his/her name stick, and place it under "I Am Here!" on the board. The instructors will help the students locate their name. This is an opportunity for the students to begin to recognize their names in print.
- Table Time- Students are expected to participate in activities that are set out on their tables- art activities, counting activities, blocks, or puzzles.
- Rug Time- Sing songs, read stories, count, answer questions, talk about the weather, day of the week, review readiness skills such as: colors, shapes and other math and language activities.

- Free Play-Students are free to choose what they would like to play. During this time the instructors will move around the room helping students to advance play and social skills with their peers.
- Quiet Book- Students are encouraged to choose a book of their choice from the shelf and look through it independently.
- Craft Time- Students will do coloring, drawing, and gluing crafts to develop creativity and following directions independently. This is a time to engage in hand and eye coordination.
- Gross Motor Skills- Students will play outside/inside (weather permitting.) Students can climb on playground equipment, play ball, and run around.
- Dismissal- Pack up and prepare to leave.

4-5 year olds:

- Check in- Each student will find his/her name stick, and place it with their lunch choice for the day. The choices will be a picture of a lunch box or the picture of a school lunch tray. The instructors will help the students locate their name. This is an opportunity for the students to begin to recognize their names in print.
- Table Time- Each student is expected to participate in activities that are placed on their tables- art activities, puzzles, counting, blocks, letters, and blocks.
- Rug Time- Sing songs, read stories, calendar, talk about the weather, count and discuss a question of the day, review other readiness skills such as colors, shapes, and other math and language skills.
- Free Play- Students are free to choose what they would like to play at this time. During this time the instructors will be moving around the room helping the students to advance their play and social skills with their peers.
- Lunch Time- Students will be given healthy choices for their lunch
- Gross Motor Skills- Students will play outside/inside. Students can climb on playground equipment, play games, play ball, and run around.
- Rest Time- The class will take a break to rest and relax during this time. It is important that the students be given a time to allow their bodies and minds to stop and rest.
- Craft Time- Students will do coloring, drawing, using scissors and gluing crafts to develop creativity and following directions independently. This is a time to engage in hand and eye coordination.
- Dismissal- Pack up and prepare to leave.

As we adapt to new Indiana Early Learning Standards, we may update our wonderful daily schedules.

E

Enrollment

The Preschool follows the Eminence Community School Corporation approved calendar. **Tots** (3/4 year old) meet on Tuesdays and Thursday from 8:00 AM until 11:00 AM. **Taters** (4/5 year old) meet on Mondays and Fridays from 8:00 AM until 2:45 PM and on Wednesdays from 8:30 AM until 2:45 PM.

Your student will be officially enrolled to attend Eminence preschool upon receipt of the following information:

- Completed Enrollment Pack
- Copy of child's birth certificate
- Copy of child's immunization record
- Receipt of 1st month's Tuition Payment and Annual Material Fee
- Legal documents (guardianship, custody, etc)
- Preschool Acknowledgement, signed

*If enrolling after the start of the school year, your student may begin class 3 business days after all information and payment is processed by the PK-12 Treasurer, Molly Finney.

Enrollment is filled on a first come first serve basis. A new enrollment pack must be completed every year your student returns to Eminence Preschool. Enrollment forms are date stamped upon receipt.

Emergency Procedures

The students will be part of regularly scheduled drills for our school. This will be used as a chance to share in ways to be prepared and stay safe during bad weather, fire safety or other emergencies. You will find additional information concerning emergency procedures towards the end of this packet.

F

FM Stations

Every attempt will be made to keep school open in accordance with the adopted school corporation calendar. However, because of road conditions, power failure, etc., it may be necessary to close school. On mornings that are questionable, please listen for announcements on WCBK FM 102 or watch TV channels 6, 8, 13 or 59. You will also receive a phone call regarding cancellation via our School Messenger notification system. The announcement of school closings will be made as early as possible. If you have not heard an announcement by 7:00 A.M., you may assume that school will be in session as usual.

G

Guest Speakers

Suggestions for guest speakers to come and share with the students will be greatly appreciated. Short, hands-on experiences are great activities for launching new units of study. Guest speakers, and study trips are emotional hooks to get students excited to learn content. Please e-mail the classroom instructors any suggestions for guest speakers.

H

Home/School Behavior Support

Eminence Preschool supports and encourages positive, pro-social behaviors through a variety of methods. Typically, preschool students need to be taught and positively reinforced for demonstrating prosocial behaviors. Some examples of prosocial behaviors include: requesting to take a turn with a toy by verbally asking, inviting peers to play by verbally asking or using a gesture, etc. Methods to teach pro-social behaviors are incorporated throughout the preschool curriculum. This includes establishing classroom rules (students and instructors together) at the beginning of the year. The rules are printed using pictures and are reviewed and demonstrated. The students will also learn how to express their emotions in a manner that is respectful to all. Staff includes positive reinforcement to all students demonstrating prosocial behaviors through verbal praise, smile, and positive attention.

I

Information Records

Please be sure to keep all information pertaining to your students up to date with the PK-12 Office. This includes new address, phone number(s), name changes, email address, custody changes, etc.

Illness Policy

We know how much your student enjoys coming to school and never wants to miss a day, however, in the event that your student becomes sick, please let the school know by either calling the PK-12 office or emailing the instructors.

Please keep me home if:

- I'm vomiting or I have within the past 24 hours
- I have a body rash, especially with a fever or itching
- I have lice or nits in my hair
- I have diarrhea or had diarrhea within the past 24 hours
- I have an eye infection (thick mucus or pus draining from the eye)
- I have a sore throat, with a fever or swollen glands
- I'm just not feeling very good (unusually tired, pale, lack of appetite, confused or cranky)
- I have a fever (temperature of 100° (F) or more)
- I have been given medicine to keep me fever free

If your student does become ill during the school day the nurse will contact you to make arrangements for the student to be picked up.

J

Joining Playtime

Gross motor play is part of the daily preschool schedule. Gross motor activities such as running, climbing, pedaling a tricycle, swinging, and playing ball provide valued opportunities for overall development. Developing strength and coordination builds the necessary foundation for being able to use the small muscles (i.e. used for writing, cutting etc.) effectively in the classroom. Additionally, these activities provide opportunities to engage socially with peers. On most days, the class goes outside. We go outside unless it is raining or severely cold. Please dress your students accordingly.

K

Knowledge

Eminence Preschool will provide students with experiences focusing on developing the crucial knowledge, skills and understanding that help them to make sense of the world, and who they are.

L

Literacy Links

The Literacy Links are based on the 7 Keys to Comprehension Strategies. They include Comprehension, Connection, Phonemic Awareness, Put in Order, Prediction, Fluency, and Fun. These links can be used with any literary text. They can be used with songs, poems, big books, welcome messages, hallway greetings, read-aloud, knock-knock jokes, fingerplays, and much more! The Literacy Links will be a fabulous resource for our teachers and families to use every day!

Lice

We sometimes find unwelcome guests in the classrooms in the form of bed bugs or head lice. It is never our intention to embarrass our students. The procedures we have put into place are for the safety of all our students.

HEAD LICE PROCEDURE:

While incidences are infrequent, a student may become infested with head lice. When a student is discovered to have lice, the school nurse or principal's designee shall follow these guidelines:

- The parent will be notified, and the child will be sent home for treatment.
- The parent will be given written instructions on ways to treat head lice to prevent further outbreaks. These instructions include steps for killing the lice and removing the nits (eggs).
- The child's siblings will also be checked for head lice.
- The parent must accompany the child back to school the next day after treatment so he/she will be re-checked for head lice. If more lice are found, the parent must take the child home for an additional treatment.

NOTE: Unfortunately, nits (eggs) found after treatment have not always represented dead eggs, and lice infestation has reoccurred. It is important to follow the guidelines and remove the nits.

M

Material Fee

There is an annual material fee of \$60.00 payable with your first payment. The material fees are used for purchasing supplies such as construction paper, paint, and other supplies used in the classroom throughout the curriculum.

N

Non-Emergency Situations

There are situations when the injury or illness of the students is not considered an emergency. In such situations:

- We will notify the parent to pick-up the student and provide whatever information is available to help the parent decide whether or not the student should receive medical care.
- If the parent has no available transportation, discuss other possible alternatives they might have (i.e. emergency contact list).

O

Online Resources

During the school year the Preschool Instructors will provide suggested online links and resources for families to help reinforce skills being learned in the classroom.

P

Pride Pledge

By reciting our pledge to begin the day we are able to review our goals. Our Pride Pledge says, "Plan to succeed. Respect yourself and others. I will do my personal best. Do the right thing. Everyone is responsible today and every day."

Q

Questions

The best way to forward questions and comments from parent to staff is through e-mail. Feedback is always appreciated.

Our class email address is Preschool@eminence.k12.in.us

R

Required Records

Each school shall maintain a record of immunizations for every student that shall include the date of each individual immunization.

Restroom

All students must be toilet trained and fully independent in the restroom (i.e. no diapers, pull-ups, etc.)

S

Snack

Snack time is considered a learning time when teachers sit with the students and help to facilitate social conversation. Good experiences at snack time help students develop positive attitudes regarding nutrition. Teachers will be emphasizing manners, nutrition and healthy eating choices throughout the school year. We will provide healthy snacks for your student on a daily basis. Monthly tuition includes \$8 per month to cover the cost.

Supplies

Please send a complete set of clothes, including undergarments and socks that will be kept in the classroom for any accidents.

School/Home Connections

Monthly the instructors will send home/email a newsletter highlighting what students have done and will be doing. Often these letters have valuable information, such as study trip permissions, important dates, requests for donations or materials, etc.

T

Transportation Changes

If there needs to be a change in transportation for your students either:

- Send in a note in with your student
- Call the PK-12 Office at, 765-528-2222

Do not email the Preschool Instructors with transportation changes as they have limited access to e-mail during the instructional day

Tuition

Tots 3/4 Year Olds: \$80.00 per month

Taters 4/5 Year Olds: \$92.00 per month

U

Unanswered Questions

Should you have any questions or concerns regarding your student, please do not hesitate to ask. Please speak with the Instructors first about any questions or concerns you may have. Should you have additional questions or concerns the Instructors may not be able to address, please speak with the PK-12 Principal.

V

Visitors

All visitors must sign-in with State issued I.D. at the PK-12 Office and receive a badge identifying them as visitors.

W

Withdrawal

Please contact the Pk-12 Office if you decide to withdraw your student for any reason. Families are charged tuition until withdrawal papers have been submitted.

X

Extreme Weather/Disaster Drills

Severe Storms Drills

The school has an emergency preparedness plan that will be implemented in the case of severe storms, winds or tornadoes. If alerted by authorities, students will be taken to their designated safe place until an all clear is received.

Fire Drills

Fire drills are held in accordance with state regulations. Maps of building escape routes are posted in each room.

Snow/Weather

Our preschool follows the approved Eminence Community School Corporation calendar. Additionally, the preschool will be close whenever ECSC closes for inclement weather. School closing and delays are announced on the Eminence Community School Corporation website. You may also listen for announcements on WCBK FM 102 or watch TV channels 6, 8, 13 or 59. You will receive a phone call regarding cancellation via our School Messenger notification system. The announcement of school closings will be made as early as possible.

- **ECSC closes school for the entire day:** NO Preschool

- **ECSC institutes a two-hour delay:**

- Taters (4/5 year old) class will meet at 10:00 A.M; including **Wednesdays**

- NO Tots (3/4 year old) Class on 2-hour delay class.**

Early Dismissal due to inclement weather: Parents will be notified and all students must be picked up.

Y

Yearly Calendar

The ECSC school year calendar is available at, www.eminence.k12.in.us

Z

Zones

We will work to label zones of our building for visitors. For example, we will create signs for bus loading zones, entrance/exit zones, employee only zones and designated visitor badge pick-up zones.

Parent Information Packet Acknowledgement
2018-2019

I have received and read the Preschool Parent Information Packet. I understand that if I have any questions or concerns about any of these statements, I need to contact the PK-12 office as soon as possible to discuss them.

Student name _____

Parent name (print) _____

Parent signature _____ Date _____