

# Deputy Elementary Preschool



## Program Information Guide

## **WELCOME**

Welcome to Madison Consolidated Preschool. Thank you for entrusting us with your child's preschool experience. Our mission is to educate all children to reach their potential by providing our students with a high-quality early childhood experience. We strive to create a safe, nurturing, educational, and developmentally appropriate learning environment through a partnership with our students, families, and community. We will work with you to make this a memorable preschool experience for you and your child. We want it to be something you look back on with great joy as you reminisce about the fond memories you have of your child's preschool experience at Madison Consolidated Preschool.

Our staff views education as a partnership between the students, parents, and teachers. We believe it is essential to develop a good rapport with our families based on open communication with one another and mutual respect. This is the foundation of a successful school experience. Madison Consolidated Preschool is a growth-minded and forward thinking program; which means that your input and feedback is important for us to continue to build a strong early childhood program that best serves our students and families. It is imperative that you bring your questions and concerns to our attention so we can best support your child.

Through this partnership, students receive a high-quality preschool experience in which they will learn skills vital to Kindergarten Readiness. Students will acquire social-emotional skills that will help them to learn to self-monitor and manage their own behaviors in a variety of situations that will allow them to make decisions, solve problems, and demonstrate positive social interactions with their peers and in their learning processes. The philosophy of Madison Consolidated Preschool is to work diligently, in partnership with families, to provide each student with Kindergarten Readiness Skills, a positive outlook toward school, the ability to build strong and lasting friendships, the ability to problem-solve and persevere when faced with challenges, and a life-long love for learning!

# **PRESCHOOL CURRICULUM & ROUTINE**

## **Typical Day for Children**

Students will engage in planned instructional activities throughout the day. The morning preschool portion of the school day will consist of circle time activities in which students will participate in a daily calendar routine, music and movement activities, and story time. The students are often engaged in songs, games, finger plays, and rhyming activities to build their phonemic awareness, comprehension, and memory recall.

Literacy and writing activities will often occur in small group settings in order to meet the individual needs of students.

In addition, the day will consist of Math, Science, and Social Studies activities. This will be done through whole group instruction, center time, small group work, and exploratory activities. Large motor activities will take place in our gym, classrooms, and playground area. Art and Music instruction will be incorporated into our other activities daily. Students will learn self-help skills and social-emotional competencies throughout the day. All concepts will be taught through purposeful play and instructional experiences.

Students in the full-day program will also take part in lunch, rest time, and additional play-based learning activities. This portion of the day is a little more focused on play and social interactions but still includes instructional learning experiences.

## **Introduction to Curriculum**

*Frog Street* is a purposeful play-based curriculum and incorporates the state indicated early learning foundations that all preschoolers need to learn in preparation for Kindergarten. The curriculum balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests. Through a variety of hands-on themes and activities, the students will engage in physical, social, emotional, and cognitive learning experiences daily.

# **PARENT PARTICIPATION**

## **Home & School Connection: Learning Together**

- Research suggests that you should read to your child for at least twenty minutes each day. Have fun and read with expression! Build vocabulary and communication skills by having a conversation about the story. Re-read favorite books often. Look for books that have repetitive text and rhyming.
- Play rhyming games, recite nursery rhymes, and sing together.
- Point out environmental print such as package labels, restaurant signs, etc.
- Practice naming words that begin with the same sound.
- Practice counting objects together.
- Point out situations that will allow for discussions about how things work or why they happen.
- Play together! Children learn through play and conversations about their play.
- Practice writing the letters of your child's name together. This can be done in a variety of ways: write letters in shaving cream, make letters with play dough, use magnetic letters, iPad apps, etc.
- Discuss and complete activities/read books to your child that the teacher may send home.

## **Parent/Child Separation**

Children typically need time to adjust to new situations. It is normal for preschoolers to become teary when separating from a parent in an unfamiliar situation. Remember, this is a new environment with new faces. A child is bound to feel a little uncomfortable. Adults often have similar experiences when put in a similar situation. Please try to be encouraging to your child. Your smile, eyes, and body language communicate a lot. If a child senses any type of apprehension on your part, this enhances their own feeling of uncertainty. Separation is often harder on the parents than it is on the child. The preschool staff are familiar with separation issues that some students may have and consider this process a part of the preschool learning experience. We will work to help you and your child through this process and promise to support your child's emotional needs during this time.

## **Visitors**

To ensure the safety of our students, all visitors must enter the main entrance, sign in, and be prepared to present a photo ID. **All chaperones and volunteers will need to have a background check on file prior to participating in school or classroom activities.** If you need a background check, you can go to [www.madison.k12.in.us](http://www.madison.k12.in.us) to complete your application. Please make other arrangements for siblings while you are volunteering at school. All visitors should be mindful of language and discussion topics as little ears are always listening!

In our effort to provide a healthy environment, the Madison Consolidated Schools are all non-smoking/non-tobacco campuses. Please refrain from using tobacco products while on campus or participating in school events. Tobacco, alcohol, illegal substances, and weapons should not be brought onto the school campus. Visit the Madison Consolidated Schools website to view visitor policies for additional information ([www.madison.k12.in.us](http://www.madison.k12.in.us)).

## **GENERAL INFORMATION**

### **Enrollment**

Students must be three years old to be enrolled in the program. Students may be enrolled throughout the school year, upon turning three years old, if there is an open spot available. In the event that the program is full, families may request to be added to the waiting list. Families on the waiting list will be contacted about openings in the order they are listed on the waiting list.

### **Hours of Operation**

The center will be open from 7:00 a.m. to 2:45 p.m. for students participating in the full-day program. The part day program is in session from 7:00 a.m. until 10:30 a.m.

## **Annual Preschool Calendar**

Madison Consolidated Preschool will follow the Madison Consolidated School District calendar. All holidays will be observed in accordance with the school calendar unless otherwise stated.

## **School Closures**

If the Madison Consolidated Schools are closed or delayed due to inclement weather, our morning preschool classes will be cancelled for the day. Students in the full-day preschool program will follow the Deputy Elementary School delay/closure schedule.

## **Dismissal**

In order to maintain our daily routine, students in the part-day program must be picked up by 10:30 a.m. We ask that students in the full-day program be picked up by 2:45 p.m. We understand that emergencies happen. If an emergency occurs, please take time to give us a call and notify us of the situation. In the event that your child is picked up late, there will be a \$1/minute late fee due at the time of pick-up.

If your child is going to be picked up by someone other than yourself, the person must be listed on the child's pick-up/emergency contact list. They must also come prepared to present their driver's license at the time of pick-up. Please provide us with any court orders that are relevant to your child or indicates whom may or may not pick up your child.

## **Current Contact Information**

For safety reasons, we must be able to reach a parent, guardian, or emergency contact for regular communication purposes and in the event of an emergency. Please keep contact information current by notifying us of any changes to your contact information throughout the school year.

## Discipline Procedures

Madison Consolidated Preschool uses a positive disciplinary approach with students. Students will be redirected with discussion about making better choices. The staff will help the students learn how to self-monitor through the positive reinforcement of desired behaviors. Recurring or extreme behaviors will be documented and discussed with parents. Please review, sign, and return the discipline procedures form. Each family will be asked to sign a copy of our below discipline policy indicating that you understand and are in agreement with the preschool discipline procedures.

### Madison Consolidated Early Development Center Discipline Policy

An important part of Preschool is for students to learn how to self-monitor the choices they make. In order for that to happen, we have to allow them to make mistakes, learn from those choices, and move forward in a positive manner. It's important for your child's development to be nurtured through caring, patience, and understanding. However, we also have to address the misbehavior of students to ensure a safe environment for all students. Hitting, kicking, spitting, hostile verbal behaviors, and any behaviors that will hurt another child will not be permitted.

In response to undesirable behaviors, preschool staff **will**:

- respect your child
- ensure your child's safety and the safety of others
- help your child to learn and grow from poor choices
- establish clear rules
- consistently enforce rules
- use positive language to explain desired behavior
- speak calmly to your child
- give clear choices
- redirect your child to a new activity
- discuss desired procedures
- have your child to practice desired procedures
- have your child take a timeout, if necessary (for one minute per year of your child's age)
- discuss the issue with you
- possibly request a conference to discuss the behaviors
- possibly establish a written behavior plan

In response to undesirable behaviors, preschool staff **will NOT**:

- threaten your child
- use physical punishment (even if requested by the parent)
- deprive your child of food or other basic needs
- place your child in isolation
- scream at your child or use degrading language
- humiliate your child

If your child's behavior is very disruptive or harmful to himself/herself or other children, we will request a

conference with you to discuss the behavior and determine the best way to help your child to self-regulate the behaviors. Every attempt will be made to help your child to remain enrolled in the program. However, if the behaviors continue and are deemed harmful to your child, or others, you may be asked to make other childcare/preschool arrangements.

### **Rest Time**

Students in the full-day program will participate in rest time from 11:30-1:30 p.m. each day. It typically takes most children 30 minutes to fall asleep so the actual rest time is approximately 90 minutes depending on the individual student. Students do not have to go to sleep, but they do have to participate in a restful downtime/quiet activity during this time so that the other students may rest comfortably. Students in the full-day program will need to bring a pillow and blanket to be used on their cots during rest time. You may also send a washable, reusable bag for the resting items to be kept in throughout the day.

### **Dress Code**

- Please be sure clothing is comfortable, covers/fits well, and designs/logos are appropriate for a school setting.
- Dress your child in comfortable, practical clothing for painting or playing outdoors. Send your child to school each day dressed for outside play for the day's predicted weather conditions. Tennis shoes are recommended for safe playground and gym activities. Dress-up shoes have slick soles and can lead to falls. Sandals, open-toed shoes, and flip-flops are dangerous for active play and can lead to injury. All shoes must have a back strap. Please send your child to school in tennis shoes each day.
- Children's clothing should be uncomplicated so that they can easily use the restroom by themselves.
- Please *label* all sweaters, jackets, coats, school bags, backpacks, etc. with the child's name. The children often have garments similar to someone else's in the classroom.
- Please send in jackets, coats, hats, gloves, etc. when cooler weather sets in. During the winter, it is recommended that students keep an extra set of gloves in their backpacks.



## **Birthdays**

Birthdays are very special to children, and they often like to celebrate with their friends at school. Every child's birthday may be celebrated during the school year if the family would like to send in a class treat for lunch time. We ask that you provide store-bought birthday snacks to celebrate the big day. Due to individual student allergies, store-bought snacks are necessary for the safety of the children; food labels must be reviewed by staff to protect children with allergies. Please check with your child's teacher and/or office staff to ensure there are no specific food limitations due to a specific student allergy in the class.

## **Snacks**

Daily snacks are provided to all children. Breakfast will be provided for students during breakfast time and an additional afternoon snack for students in the full-day program. Parents are also welcome to bring snacks for special occasions throughout the year; however, as emphasized above, please ensure the snacks are store-bought with the necessary food labeling (Refer to "Birthdays" for further information about food allergies).

## **Lunch**

Students who participate in the full-day program will be provided a school lunch each day at no additional cost. Monthly menus will be sent home with students in the full-day program. Students may choose to bring a lunch from home if they would like to do so. Depending on specific student food allergies, there may be times we have to restrict a certain food item and not allow it to be brought into the building. In the event a severe food allergy, this will be communicated on a case-by-case basis.

# **ATTENDANCE & HEALTH PROCEDURES**

## **Absence**

- **Please call and notify us if your child will be absent from school.**
- For the health and well-being of your child and others at school, keep your child home for the following reasons:

1. A fever of 100 degrees or higher (a child should remain at home for 24 hours *after* the fever is gone and until any prescribed antibiotics have been administered for a 24 hour period).
2. Any known contagious condition such as strep throat, rash, “pink eye”, etc.
3. Nausea, vomiting, diarrhea (child should remain home for 24 hours after the last episode).
4. Evidence of live lice. The child should be kept home until he/she is treated and no visible evidence of lice remains. It is also necessary to clean the home, clothing, bedding, stuffed toys, etc. in order for lice infestations to be effectively eliminated.

A parent or a person on the emergency contact list must always be available by phone during school hours. It is the parent's responsibility to have someone available who can come to the school for emergencies or to pick up a sick child. Parents will be called in the event that any of the above conditions occur during the school day as well as for student injury. We must be able to reach you so please keep contact information up to date!

Please call and inform us if your child has a communicable illness or infestation, such as chicken pox, conjunctivitis, pinworms, fifth's disease, hand/foot/mouth disease, mites or head lice so we can exercise additional control methods and notify other parents when necessary. This information will be kept confidential (student's name will not be shared) and is only to assist us with the implementation of preventative measures.

### **Immunizations**

The Indiana State Health Department requires that we have up to date immunization records in each student's file. Parents will need to submit those records along with the required, signed immunization form in the enrollment packet. That form must be signed and dated by your child's healthcare provider and on file prior to your child beginning.

## **Medication**

- All medication must be brought to the school by a parent or adult designee. Medication must be in the original container with dispensing directions.
- Permission from physician and parents/guardians must be with the medication including directions for administering the medication. Parents will be asked to sign an authorization form for medicine to be administered by school staff.
- Medications must have a prescription with the student's name on it.

## **Medical Information**

Please keep us informed of any medical information or changes that may pertain to the care of your child. Your child's information will be kept confidential. Students who require an inhaler, EpiPen, or seizure medication will need to request a treatment plan form from the school office.

## **Medical Emergencies**

In the event of an accident, injury, or illness of serious nature, your child will be given emergency medical care. Parents will be notified immediately. Parents will also be notified in the event of serious injury or illness of a staff member. Adequate staffing will be maintained in the event of staff absence, injury, or illness. Parents will be contacted to pick their children up in the event that adequate staffing cannot be acquired.

## **Restroom & Toileting Procedures**

Children should be toilet trained upon entering preschool. They should be wearing regular underwear to school each day. Each child needs to have a change of clothing in their bag each day in case of an accident. If a child has a "potty" accident, the staff will help the child change into clean, dry clothing. Please let the staff know if you have any specific concerns about your child's ability to complete the toileting process entirely on his/her own. We will assist students as needed with learning to button, snap, zip pants, flush, etc. Exceptions to our toileting requirements will be made for students who have medical diagnosis and/or an evaluation indicating a developmental delay that interferes with the toilet training process.

## **Disaster & Evacuation Procedures**

In the event of severe weather, students will take shelter in one of the designated shelter areas. Each room has a map indicating the location of the nearest severe weather shelter area. The map also indicates the nearest exit in the event of a fire or building evacuation. In the event of a need to evacuate the building grounds, occupants will be taken/directed to the designated evacuation site away from the school. Staff will take student contact information with them in order to contact families in a timely manner. Severe weather/disaster drills, fire/evacuation drills, ALICE drills, and earthquake drills will be practiced in accordance with recommended safety requirements.

## **Maintaining Safe Conditions**

- Students will be adequately supervised following recommended student/teacher ratios and guidelines (three year old ratios are 1 adult for every 10 students & four year old ratios are 1 adult for every 12 students).
- Exterior doors will remain secure at all times. Guests will be screened by visual recognition prior to being buzzed into the entrance. Unfamiliar visitors should be prepared to present photo identification upon signing into the building.
- Staff will be trained in and maintain CPR and First Aid Certification as required.
- Staff, volunteers, and guests will be required to have a background check before interacting with the students as indicated by guidelines.
- Staff will be required to submit TB test results.
- Staff will be required to submit to an initial drug screening, random drug screening, and rescreening if suspected of noncompliance. A positive drug test will result in staff suspension.
- Staff will be instructed on and follow Universal Precautions.
- Staff will follow required hand washing guidelines.
- Staff will be instructed on signs of child abuse and neglect and the procedures for making a report. We are required by law to report suspected cases of child abuse and neglect.
- Staff will follow the MCS policy in regards to illness and communicable disease.

- Student immunization records will be maintained in student files.
- Staff will be familiar with emergency procedures and disaster/evacuation plans.
- The MCS custodian/staff will maintain clean and sanitary conditions at the center.
- The Director of Facilities for Madison Consolidated Schools for Madison Consolidated Schools will inspect and maintain the indoor/outdoor conditions of the facility to ensure a healthy and safe environment. Staff will report unsafe conditions to the director. Students will be kept out of any areas deemed unsafe until necessary repairs are made.
- Students will not be present in areas that are being remodeled, painted, or chemically treated.
- The use or possession of tobacco, alcohol, firearms, and illegal substances will not be permitted on the school campus. This includes staff, families, volunteers, and visitors of the center.

## **TUITION/FEES & INFORMATION**

There is a \$50 non-refundable registration fee, payable when registering each school year. Tuition is due by Monday afternoon each week or the first Monday of the month. Please take into consideration the number of weeks in each month if paying monthly. A late fee of up to 20% may be assessed, on Wednesday of each week, for late payments.

- Morning preschool classes are held Monday – Friday. Classes begin at 7:25 a.m. and conclude at 10:30 a.m. The cost is \$75 per week. The part-day program at Deputy follows the Madison Consolidated Schools calendar and is only in session if Madison Consolidated Schools are in session. Students may be dropped off as early as 7:00 a.m.
- The full-day program is held Monday - Friday. Students may be dropped off as early as 7:00 a.m. and should be picked up by 2:45 p.m. The cost is \$100 per week. The full day program at Deputy also follows the Madison Consolidated Schools calendar and is only in session if Madison Consolidated Schools are in session.
- There is a \$1/minute fee if you are late for pick up.
- There will be a \$25.00 charge for each returned check.

- If tuition becomes delinquent, you will have ten days from notification to meet your financial commitment. If you are unable to meet your financial obligation at that time, your child will be discontinued from the program and collection procedures may be initiated on the account.
- Even if your child is not in attendance, the same weekly tuition fee will still need to be paid each week.
- One week of non-payment is allowed for vacation throughout the school year if it is pre-arranged with the office and the child is not in attendance at all during that week.
- Since preschool classes are only in session when Madison Consolidated Schools are in session, there will be days when the part-day program is not in session but the full-day program will still be open for those students enrolled in the full-day program (two-hour delay). You will be responsible for the full weekly payment anytime your child's program is in session, regardless of attendance.
- There is no payment due when MCEDC-Deputy Site is closed for the entire week. The MCEDC-Deputy Site will operate on the MCS yearly calendar.
- If the program your child is enrolled in is only in session one or two days in a given week, the rate will be prorated. If the program your child is enrolled in is in session for three or more days, the full weekly rate will be due. Students may not switch back and forth between programs. If a permanent change in programs is needed, please make those arrangements in the office. These changes also depend on spot availability.
- **If you receive tuition assistance through CCDF Vouchers or On My Way Pre-K, it is your responsibility to swipe your card daily or approve your child's days of attendance through the online portal.** This must be done on a daily/weekly basis. If you fail to do so prior to the days expiring from the system, you will be obligated to pay for the days that expired. Since MCS will not receive our financial reimbursement for any expired days, you will be invoiced for the amount due. Failure to make a timely payment will result in discontinuation of the program.

**PARENT CONSENT OF AGREEMENT FORM**

By signing, I have read and understand the contents of Madison Consolidated Preschool program information guide. I am aware of the guidelines and procedures listed and will follow them accordingly. I have reviewed the tuition information and I understand that if I have questions or concerns, I can bring these to the attention of the office staff.

I \_\_\_\_\_ agree to the statement above and understand/agree to the contents of this parent handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date